

CHILDREN'S ADVOCACY CENTER OF COLLIN COUNTY
BYLAWS

AMENDED
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CACCC BYLAWS
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CHILDREN'S ADVOCACY CENTER OF COLLIN COUNTY, INC.

BYLAWS

ARTICLE I

NAME AND PURPOSE

1.0 NAME.

The name of this organization shall be the CHILDREN'S ADVOCACY CENTER OF COLLIN COUNTY, INC. (hereafter referred to as the "Corporation").

1.1 PURPOSE.

The Corporation is organized and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision or provisions of any subsequent United States Internal Revenue law or laws (herein collectively called the "Internal Revenue Code"). The mission of the Corporation is to provide safety, healing and justice to children victimized by neglect or abuse.

ARTICLE II

DIRECTORS

2.0 MANAGEMENT.

The business, funds, affairs and properties of the Corporation shall be managed by its Board of Directors (hereafter referred to as the "Board"). The Board shall also have and possess, solely and exclusively, all rights, authority, and responsibilities of the Corporation, subject to the provisions of the Corporation's Articles of Incorporation, these Bylaws and any federal, state or local laws.

2.1 DUTIES.

The duties of the Board shall be to:

- A. Provide oversight in the administration and operation of the Corporation;
- B. Nominate and elect directors and officers as set forth in these Bylaws;
- C. Employ and evaluate annually the Corporation's Chief Executive Officer;
- D. Financially support the Corporation to the best of their ability; and

E. To serve on at least one (I) standing Board Committee.

2.2 NUMBER.

The number of Directors of the Corporation shall be at least fifteen (15) and not more than thirty (30). Voting members of the Board shall include representatives from participating disciplines, Senior Management level representatives of the Corporation's defined Corporate Partners, and Senior Management level representatives of the Corporation's defined Partner Agencies. The Chief Executive Officer of the Corporation shall serve on the Board as a non-voting ex-officio member of the Board.

The number of Directors actually serving may be increased or decreased from time to time by a majority vote of the Board, providing that any increase in the number of Directors shall be filled by the Board Governance Committee of the Board, and no increase or decrease in the number of Directors shall have the effect of shortening the term of any incumbent Director.

2.3 QUALIFICATIONS.

The qualifications for membership on the Corporation's Board of Directors shall be the attainment of eighteen (18) years of age, and residence and/or significant involvement in the territorial area served by the Corporation.

2.4 EX-OFFICIO MEMBERS.

The Executive Committee of the Board, with the approval of the Corporation's Board of Directors, may appoint, as necessary, non-voting ex-officio members of the Board.

2.5 TERM OF SERVICE.

The term of service for a member of the Corporation's Board of Directors shall be three (3) years and shall begin at the beginning of the Board meeting after which the member is elected.

Following completion of a Director's initial term of service, he or she shall be eligible for re-nomination and re-election for one (1) additional term of service. In the event a Director has completed two consecutive terms of service, but, has not completed his or her term as an officer or committee chairperson, the Board may elect to extend that Director's tenure in order to allow that member to complete his or her term as an officer or committee chairperson. A former Director may be re-nominated and/or re-elected upon recommendation by the Board Governance Committee after a one (1) year absence or may be re-nominated and/or re-elected to additional consecutive terms without absence upon recommendation by the Executive Committee.

Senior Management level representatives of the Corporation's defined Corporate Partners may serve on the Corporation's Board of Directors for as long as that entity maintains a partner relationship with the Corporation. Corporate Partner Directors may designate one member of their full time staff

as an alternate to serve in their absence at Board meetings. The alternate shall be nominated and confirmed by the Board.

Senior Management level representatives of the Corporation's defined Partner Agencies shall serve unrestricted terms of service on the Corporation's Board of Directors for as long as that agency maintains a partner relationship with the Corporation and shall not be subject to a restriction on length of service as a member of the Corporation's Board of Directors. Partner Agency Directors may designate one member of their full-time staff as an alternate to serve in their absence at Board meetings. The alternate shall be nominated and confirmed by the Board.

The Chief Executive Officer of the Corporation shall serve unrestricted terms of service on the Corporation's Board of Directors and shall not be subject to a restriction on length of service as a member of the Corporation's Board of Directors.

2.6 SELECTION OF DIRECTOR.

Members of the Corporation's Board of Directors shall be nominated by the Corporation's Board Governance Committee. The Chairperson of the Board Governance Committee shall present a report of that committee's nomination(s) to the Executive Committee prior to the upcoming meeting of the Corporation's Board of Directors, or whenever needed. At the designated Board of Directors meeting(s), the Chairperson of the Board Governance Committee shall present to the Board for its consideration the proposed slate of person(s) nominated to be elected to fill any determined vacancies on the Board. A majority vote of the members of the Corporation's Board of Directors present and entitled to vote shall be necessary for the election of a person to serve as a Director of the Corporation.

Senior Management level representatives of the Corporation's defined Partner Agencies shall be appointed to the Corporation's Board of Directors by their respective Partner Agency.

2.7 RESIGNATION.

Any member of the Corporation's Board of Directors may resign at any time by submitting a written statement of resignation to the President of the Board. Unless otherwise specified in the statement of resignation, the member's resignation shall take effect upon receipt.

Senior Management level representatives of the Corporation's defined Corporate Partners who resign from the Corporation's Board of Directors shall be replaced by an appointee from their respective entity. Senior Management level representatives of the Corporation's defined Partner Agencies who resign from the Corporation's Board of Directors shall be replaced by an appointee from their respective Partner Agency.

2.8 REMOVAL.

Directors who are unable to participate in Board of Directors or Board Committee meetings on a

regular basis, or fulfill stated expectations of service and support, are encouraged to resign. Notwithstanding the foregoing, the Board of Directors may, for whatever reason, with or without cause, remove a member from the Corporation's Board of Directors. Any action for removal of a Director requires a vote of approval by a super majority (two-thirds majority) of the members of the Corporation's Board of Directors entitled to vote.

Senior Management level representatives of the Corporation's defined Corporate Partners who are removed from the Corporation's Board of Directors shall be replaced by an appointee from their respective entity. Senior Management level representatives of the Corporation's defined Partner Agencies who are removed from the Corporation's Board of Directors shall be replaced by an appointee from their respective Partner Agency.

2.9 DIRECTOR'S INSURANCE.

The Corporation shall maintain liability insurance for its directors complying with the requirements of the Texas Charitable Immunity and Liability Act of 1987, as amended.

2.10 CONFLICT OF INTEREST/RECUSAL.

Any Director, who may gain personally, financially or otherwise, directly or indirectly, in any matter pending before the Corporation's Board of Directors or standing Board Committee, shall disclose such interest to the Board or Board Committee, and shall refrain from discussion, participation and/or vote in the matter. Any Director who serves in any capacity that provides direct line services to the Corporation's Partner Agencies or clients of the Corporation shall disclose such participation to the Board or Board Committee, and shall refrain from any vote in any matter pending before the Corporation or standing Board Committee that involves or conflicts with that participation. All members of the Corporation's Board of Directors and Board Committees shall abide by and adhere to the Corporation's Code of Conduct and Conflict of Interest Policies, as amended.

ARTICLE III BOARD MEETINGS

3.0 MEETINGS.

The Corporation shall hold at a minimum: (1) one regular meeting of the Board of Directors each fiscal quarter; and (2) any number of special Board meetings.

Special meetings of the Board may be called for by the President of the Board or any two (2) Board members. Board members shall receive at least one week's notice which may be oral, in writing, or electronic. Such notice shall state the purpose of the proposed meeting, the date, time, and place of the said meeting. Business transacted at such meeting shall be limited to the purpose stated in the notice only.

3.1 QUORUM.

At all meetings of the Board of Directors the presence in person, by conference telephone, or other electronic communications equipment of one third (1/3) of the elected Directors shall be necessary and sufficient to constitute a quorum for the transaction of business, except as otherwise required by statute, the Corporation's Articles of Incorporation or these Bylaws. A Director present by proxy at a meeting may not be counted toward a quorum. At any meeting at which a quorum is established, the President of the Board may presume that a quorum is present until adjournment, unless the quorum is specifically called by a Director. If a quorum shall not be present at any meeting of the Board, the Directors present may adjourn the meeting, without notice other than an announcement at the meeting, until a quorum shall be present. At any such adjourned meeting at which a quorum shall later be present, any business may be transacted which might have been transacted at the meeting as originally convened.

3.2 VOTING.

Any action may be taken by a majority vote of a quorum of Directors present and voting, unless a greater percentage is otherwise specifically required by statute, the Corporation's Articles of Incorporation or these Bylaws. At all meetings of the Board of Directors, every Director having the right to vote may vote in person, by conference telephone, by proxy, or other electronic communications equipment. No proxy shall be valid for any additional action taken by the Corporation or its Board of Directors other than the action to which it was drafted. Each proxy shall be filed with the President of the Board prior to or at the time of the Board of Directors meeting.

3.3 ACTION WITHOUT A MEETING.

Any action required or permitted to be taken at a meeting of the Corporation's Board of Directors may be taken without a meeting if a consent in writing, or other electronic communications equipment, setting forth the action so taken, is signed or agreed to by the number of Directors necessary to take that action at a meeting at which all of the Directors are present and voting. Such consent or action shall have the same force and effect as an authorized vote at a meeting where a quorum of Directors was present and voting. Prompt notice of an action by Directors without a meeting by less than unanimous consent shall be given to each Director who did not consent in writing to the action. The consent or action may be in more than one counterpart so long as each Director signs or originates one of the counterparts. The consent must state the date of each Director's signature. The signed consent, signed copy, or electronic document shall be placed in the Corporation's Minute Book.

3.4 TELEPHONE AND SIMILAR MEETINGS.

Directors may participate in and hold a meeting by means of conference telephone or other electronic communications equipment as long as each member entitled to participate consents to the meeting being held by means of that system and all persons participating in the meeting can communicate concurrently with each other. Participation in such meeting shall constitute presence in person at the

meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

ARTICLE IV **BOARD OFFICERS**

4.0 BOARD OFFICERS.

The officers of the Corporation's Board shall be a President, a Vice President, a Secretary, and a Treasurer.

4.1 ELECTION AND TERM.

The officers of the Corporation's Board shall be proposed for office by the Board Governance Committee to the Board of Directors. The officers of the Corporation's Board shall be elected by the Board of Directors at the next Board Meeting.

The term of an officer of the Corporation's Board shall be for two (2) years and begins at the next fiscal year at which he or she is elected (July 1) and expires at the end of the second (2nd.) fiscal year (June 30). The term of an officer elected to fill a vacancy begins immediately upon election and expires at the end of the original term of the officer creating the vacancy.

No Director may hold the same Board office for more than two (2) consecutive full terms.

4.2 NOMINATION.

Nominations for officers of the Corporation's Board may be made by the Board Governance Committee or by any member of the Board at the meeting at which the slate of officers is to be announced.

4.3 RESIGNATION.

An officer of the Corporation's Board may resign that office by submitting a written statement of resignation to the President of the Board or Chief Executive Officer of the Corporation.

4.4 REMOVAL.

The Board of Directors may, for whatever reason, with or without cause, remove an officer from the Corporation's Board of Directors. Any action for removal of an officer of the Corporation's Board requires a vote of approval by a super majority (two-thirds majority) of the members of the Corporation's Board of Directors entitled to vote.

4.5 VACANCY.

A vacancy in any office of the Corporation's Board may be filled by the Board of Directors for the unexpired portion of the term.

4.6 PRESIDENT.

The President of the Board is the principal executive officer of the Board of Directors. The President of the Board shall call all meetings of the Board of Directors and Executive Committee at such time and place and with such notice as he or she may determine and shall preside at all meetings of the Executive Committee and at all meetings of the Board of Directors.

The President of the Board shall, with the advice of the Executive Committee and the Corporation's Chief Executive Officer, appoint committee chairpersons, and establish Ad Hoc/Special committees as deemed necessary.

The President of the Board shall have the power to sign, when required or deemed advisable by the Board of Directors on behalf of the Corporation by written resolution, any transactional document, deed, lease, mortgage, bond, contract, or other instrument which the Board of Directors shall authorize executed, except in the cases where the signing and execution thereof shall be expressly delegated by Board of Directors to some other officer or agent of the Corporation; or shall be required by law to be otherwise executed.

4.7 VICE PRESIDENT.

The Vice President of the Board shall assist the President and shall assume and perform the duties of the President of the Board in the absence of the President. The Vice President shall serve as a member of the Strategic Planning Committee.

The Vice President of the Board shall have the power to sign, when required or deemed advisable by the Board of Directors on behalf of the Corporation by written resolution, any transactional document, deed, lease, mortgage, bond, contract, or other instrument which the Board of Directors shall authorize executed, except in the cases where the signing and execution thereof shall be expressly delegated by Board of Directors to some other officer or agent of the Corporation; or shall be required by law to be otherwise executed.

4.8 SECRETARY.

The Secretary of the Board is the chief records-keeping officer of the Board of Directors. The Secretary shall keep minutes of all meetings of the Board of Directors and the Executive Committee. The Secretary shall maintain Board attendance records and shall see that Board members receive copies of minutes and notice of meetings.

4.9 TREASURER.

The Treasurer of the Board is the financial reporting officer of the Board of Directors and shall serve as a member of the Audit Committee and the chair of the Finance Committee. The Treasurer shall review the Corporation's financial statements and internal controls to establish that, based on his or her reasonable knowledge and reliance, the Corporation keeps full and accurate accounts of all receipts and disbursements. The Treasurer shall report on the Corporation's financial condition at each regular meeting of the Board of Directors and Executive Committee.

The Treasurer of the Board shall have the power to sign, when required or deemed advisable by the Board of Directors on behalf of the Corporation by written resolution, any transactional document, deed, lease, mortgage, bond, contract, or other instrument which the Board of Directors shall authorize executed, except in the cases where the signing and execution thereof shall be expressly delegated by Board of Directors to some other officer or agent of the Corporation; or shall be required by law to be otherwise executed.

4.10 ADDITIONAL POWERS AND DUTIES.

In addition to the foregoing specially enumerated duties, services and powers, the officers of the Corporation's Board shall perform such other duties and services and exercise such further powers as may be provided by statute, the Corporation's Articles of Incorporation or these Bylaws, or as the Board of Directors may from time to time determine.

ARTICLE V **COMMITTEES**

5.0 EXECUTIVE COMMITTEE.

The Executive Committee shall be composed of the officers of the Corporation's Board and the Standing Committee Chairpersons. The Corporation's Chief Executive Officer shall serve as a non-voting ex-officio member of the Executive Committee.

The Executive Committee is empowered to interpret and implement existing Board policy while executing all interim business between meetings of the Board. Any action taken by the Executive Committee shall be ratified by the Corporation's Board of Directors at the next Board meeting.

5.1 STANDING COMMITTEES.

The standing committees of the Corporation's Board of Directors shall be: the Audit Committee; the Board Governance Committee; the Development Committee; the Finance Committee; the Partners Committee; the People/Process/Tools Committee; the Governmental Affairs Committee; and any Ad Hoc/Special Committee deemed necessary by the Board of Directors. Each standing committee shall consist of a chairperson and vice-chairperson. The term of a committee chairperson shall be for two (2) years.

In the event a committee chairperson resigns his or her appointment or is unable to continue in that position, that committee's vice-chairperson shall fill the unexpired term created by the vacancy and the President of the Board shall appoint a new vice-chairperson. The President of the Board shall appoint all committee memberships to be filled by the members of the Board of Directors.

The Audit Committee shall be comprised of a minimum of two (2) members of the Board of Directors and shall include the Treasurer of the Board. The purpose of the Audit Committee is to oversee: (1) the accounting and financial reporting processes of the Corporation; (2) the Corporation's systems of internal controls; and (3) the audits of the Corporation's financial statements, including the recommendation to the Corporation's Board of Directors of the external auditing firm who shall perform such audits.

The Board Governance Committee shall be comprised of a minimum of two (2) members of the Board of Directors and a member of the Corporation's staff, who shall be appointed by the Corporation's Chief Executive Officer. The purpose of the Board Governance Committee is to oversee and assist the Corporation in achieving its mission and strategic goals through the identification, recruitment, development and retention of community and corporate individuals into engaged leadership partners. This Committee shall present to the Board a proposed list of new Directors as the Committee deems necessary and a proposed slate of new Board Officers annually.

The Development Committee shall be comprised of a minimum of two (2) members of the Board of Directors and a member of the Corporation's staff, who shall be appointed by the Corporation's Chief Executive Officer. The purpose of the Development Committee is to facilitate the partnership between the Board of Directors and the Corporation's staff through the oversight, assistance and execution of development strategies. This Committee shall assist the Corporation's staff in the preparation of annual and long-term development plans that meet the Corporation's communication and fundraising goals.

The Finance Committee shall be comprised of a minimum of two (2) members of the Board of Directors and be chaired by the Treasurer of the Board, and a member of the Corporation's staff, who shall be appointed by the Corporation's Chief Executive Officer. The purpose of the Finance Committee is to: (1) review and provide recommendations to the Board of Directors concerning the Corporation's annual budget and business plan; (2) review and recommend appropriate accounting and disbursement procedures for the Corporation's financial system; (3) review and oversee the Corporation's financial investment policy; and (4) oversee and assist the Corporation's staff in developing policies concerning financial matters.

The Partners Committee shall be comprised of members of the Board of Directors who are representatives of the Corporation's Multi-Disciplinary Team Strategic and Collaborative Partners, and a member of the Corporation's staff, who shall be appointed by the Corporation's Chief Executive Officer. The purpose of the Partners Committee is to maintain an active and positive working connection between the Partner agencies and the Corporation's Board of Directors.

The People/Process/Tools Committee shall be comprised of a minimum of two (2) members of the Board of Directors and a member of the Corporation's staff, who shall be appointed by the Corporation's Chief Executive Officer. The purpose of the People/Process/Tools Committee shall be to serve as an oversight and consultation resource for review and recommendations concerning personnel policies, issues and concerns identified by the Corporation's Chief Executive Officer.

The Governmental Affairs Committee shall be comprised of a minimum of three (3) members of the Board of Directors and a member of the Corporation's staff, who shall be appointed by the Corporation's Chief Executive Officer. The purpose of the Governmental Affairs Committee is to focus on developing, building and nurturing relationships with governmental bodies at the State, County, and local levels to increase awareness of the Center's impact and contributions to the community and, ultimately, increase the governmental body's involvement in the Center.

5.2 AD HOC/SPECIAL COMMITTEES.

The Board of Directors may appoint committees which shall have such duties, authority, rights and powers as the Board may determine, or as otherwise provided in these Bylaws. Any Ad hoc/Special Committee so appointed shall be composed of two (2) or more Board members.

5.3 COMMITTEE MEETINGS: QUORUM.

At any meeting of a committee of the Corporation the presence in person, by conference telephone, or other electronic communications equipment of a majority of the number of committee members shall be necessary and sufficient to constitute a quorum for the transaction of business, except as otherwise required by statute, the Corporation's Articles of Incorporation or these Bylaws. A committee member present by proxy at a committee meeting may not be counted toward a quorum. At any meeting at which a quorum is established, the committee chairperson may presume that a quorum is present until adjournment, unless the quorum is specifically called by a committee member. If a quorum shall not be present at any meeting of a committee, the committee members present may adjourn the meeting, without notice other than an announcement at the meeting, until a quorum shall be present. At any such adjourned meeting at which a quorum shall later be present, any business may be transacted which might have been transacted at the meeting as originally convened.

At any meeting of a committee of the Corporation, every committee member having the right to vote may vote in person, by conference telephone, by proxy, or other electronic communications equipment. No proxy shall be valid for any additional action taken by that committee other than the action to which it was drafted. Each proxy shall be filed with the chairperson of that committee prior to or at the time of the committee meeting.

5.4 ACTION WITHOUT A MEETING.

Any action required or permitted to be taken at a meeting of a committee of the Corporation may be taken without a meeting if a consent in writing, or other electronic communications equipment, setting forth the action so taken, is signed or agreed to by the number of committee members necessary to take that action at a meeting at which all of the committee members are present and voting. Such consent or action shall have the same force and effect as an authorized vote at a meeting where a quorum of committee members was present and voting. Prompt notice of an action by committee members without a meeting by less than an unanimous consent shall be given to each committee member who did not consent in writing to the action. The consent or action may be in more than one counterpart so long as each committee member signs or originates one of the counterparts. The consent must state the date of each committee member's signature. The signed consent, signed copy, or electronic document shall be placed in the Corporation's Minute Book.

5.5 TELEPHONE AND SIMILAR MEETINGS.

Committee members may participate in and hold a meeting by means of conference telephone or other electronic communications equipment as long as each member entitled to participate consents to the meeting being held by means of that system and all persons participating in the meeting can communicate concurrently with each other. Participation in such meeting shall constitute presence in person at the meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

ARTICLE VI **STAFF EMPLOYMENT AND OTHER CONTRACTS**

6.0 AUTHORITY.

The Board of Directors may authorize any officer or agent to enter into any contract, execute and deliver any instrument in the name or on behalf of the Corporation, and such authority may be general or confined to specified instances.

6.1 CHIEF EXECUTIVE OFFICER.

The Chief Executive Officer of the Corporation shall be employed by the Board of Directors and shall serve at the pleasure of and report to the Board of Directors. The Chief Executive Officer shall be the principal executive of the Corporation, and shall train and direct all members of the staff in their duties, subject to the policies determined by the Board. The Chief Executive Officer shall execute the purposes, policies and programs of the Corporation set by the Board of Directors.

The Corporation's Chief Executive Officer shall have the power to sign, when required or deemed advisable by the Board of Directors on behalf of the Corporation by written resolution, any

transactional document, deed, lease, mortgage, bond, contract, or other instrument which the Board of Directors shall authorize executed, except in the cases where the signing and execution thereof shall be expressly delegated by Board of Directors to some other officer or agent of the Corporation; or shall be required by law to be otherwise executed.

The Chief Executive Officer shall undergo an annual evaluation by the Board of Directors. The Executive Committee and People/Process/Tools Committee shall have the primary responsibility for formulating and conducting this evaluation. The results shall be reviewed and discussed with the Chief Executive Officer.

ARTICLE VII **FISCAL POLICIES**

7.0 FISCAL YEAR.

The fiscal year of the Corporation shall be July 1 to June 30.

7.1 ACCOUNTS AND AUDIT.

The books and accounts of the Corporation shall be kept in accordance with sound accounting practices as reviewed and approved by the Audit and Finance Committees, and, upon the recommendation of the Audit Committee, audited financial statements for the Corporation shall be prepared by an independent certified public accountant chosen by the Board of Directors.

All checks of the Corporation above TENTH THOUSAND DOLLARS (\$10,000.00) shall be co-signed by two of the following: the President of the Board, the Vice President of the Board, the Treasurer of the Board, the Corporation's Chief Executive Officer, the Corporation's Chief Operating Officer, or the Corporation's Chief Financial Officer.

7.2 BONDING.

The President of the Board, the Vice-President of the Board, the Treasurer of the Board, the Corporation's Chief Executive Officer and the Corporation's Chief Financial Officer and any other officer at the discretion of the Board, may be bonded in an amount to be determined by the Board of Directors.

7.3 DISSOLUTION.

In the event of dissolution, the Directors shall, after payment or provision for payment of all the liabilities of the Corporation, distribute all of the net assets of the Corporation to another charitable or educational organization with the same or similar purposes and which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE VIII
AMENDMENTS

These Bylaws may be amended by a vote of approval of a super majority (two-thirds majority) of the Directors present and voting at any meeting at which a quorum is present, provided notice of the proposed amendment has been given to all Directors in writing at least two (2) weeks prior to the meeting.

ARTICLE IX
INDEMNIFICATION

This Corporation shall, pursuant to and restricted by the appropriate federal, state or local laws then in force, indemnify any Director, officer, or employee against expenses actually incurred by him or her in connection with the defense of any action, suit, or proceeding, whether civil or criminal, which he or she is made a party to by reason of being or having been such Director, officer, or employee except in relation to matters as to which he or she shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of their duty. The Corporation shall also reimburse cost of settlement of any such action, suit, or proceeding, if it shall be found by a majority of Directors not involved in the matter or controversy, whether or not a quorum, that it was in the best interest of the Corporation and that the Director, officer, or employee was not guilty of negligence or misconduct in the performance of their duty.

ARTICLE X
NON-DISCRIMINATION POLICY

The Corporation shall maintain a policy by which no person shall be discriminated against because of age, color, disability, economic background, ethnicity, race or sex.

ARTICLE XI
PARLIAMENTARY AUTHORITY

The most recently revised edition of Robert's Rules of Order shall be the Parliamentary authority for all matters of procedure not specifically covered by these Bylaws, the Corporation's Articles of Incorporation, or any special rules or procedure adopted by the Corporation. No member should vote on an issue in which he or she has a direct or indirect personal or financial interest which is not common to the other members of the Board and the Corporation.

ARTICLE XII
CONFIDENTIALITY POLICY

Directors must maintain the confidentiality of information concerning clients, former clients, our staff, volunteers, financial data, and business records.