

BY - LAWS
Wingard Home, Inc

Article 1 Purpose

Wingard Home, Inc. seeks to provide temporary housing, emotional counseling, food and clothing for the homeless, needy and/or underprivileged people. It's goal is to assist this group of "people" toward achieving financial, physical and emotional independence and for some, the establishment of their own home.

Article 2 Organization

Wingard Home, Inc. is a non-profit organization which operates a home named Wingard Home, and other properties similar in nature, in accordance with article 1 above. It's organizational structure consist of an elected Executive Board, and the Board of Directors composed of the Executive Board, and as an option, an Advisory Board composed of selected persons from the community.

Article 3 Officers

Section 1: Officers of Wingard Home, Inc shall be the following: President, Vice President, Secretary, and Treasure. These officers compose the Executive Board and are considered to be Directors on the Board of Directors.

Section 2: The Board of Directors shall elect officers each year at a regular meeting held in January.

Section 3: Officers of Wingard Home, Inc. shall meet regularly with each other on the first Tuesday of each month, unless specifically noted in writing to all officers 72 hours prior to the start of the scheduled meeting. Failure to attend three of the scheduled meetings during any one year period will result in the automatic termination of that officer.

Articles 4 Duties of Officers

Section 1 President

1. Presides at all meetings unless authorized by the executive Board in writing at least 72 hours prior to the scheduled meeting.
2. Coordinates and facilitates the daily operations of Wingard Home, Inc.
3. Assist in developing a working relationship between the executive Board and the social service agencies, local civic organizations, and church group leadership.
4. Is the primary spokesperson for Wingard Home, Inc.
5. Delegates responsibility and assigns tasks to other members of the Executive Board.
6. Gives guidance to the progress and growth of Wingard Home, Inc.
7. Is charged with the responsibility for encouraging and supporting all persons connected with the operation of Wingard Home, Inc.

Section 2: Vice President

1. Works with President in coordinating the ongoing progress of Wingard Home, Inc. Would be able to assume the office of President in case of an emergency.
2. Replaces the President at meetings when the President is unable to attend.
3. In cooperation with the President, acts as a resource to the Advisory Committee. The President and Vice President shall determine schedules and attendance.

Section 3: Secretary

1. Takes and records attendance at every meeting.
2. Carefully records the minutes and distributes to all members of the Board of Directors.

3. Reports on the minutes at each meeting.
4. Is responsible for all clerical duties and other correspondence.

Section 4: Treasure

1. Keeps up to date financial reports and incorporates said reports in the minutes of the meeting.
2. Is responsible for keeping accurate and appropriate records of all receipts and expenditures.
3. Keeps regular audited accounts.
4. Promptly deposits funds in bank account.
5. Promptly pays all bills.

Article 5: Volunteers

Section 1: Volunteers will serve in the capacity of a House Host/Hostess or Helping Friend or other capacities as defined by the Volunteer Coordinator and must complete the volunteer training program.

Section 2: Volunteer Coordinator heads the Volunteer Committee and coordinates all it's activities.

Articles 6: Financial Affairs

Section 1: The fiscal year of the Corporation shall begin on January 1 and end December 31 of each calendar year:

Section 2: An annual budget of the Corporation shall be prepared by the Treasure and submitted to the Board of Directors for their approval not less than (1) month prior to the end of each fiscal year and voted on at the last scheduled meeting of the year.

Section 3: Each year an annual accounting of finances of the Corporation shall be made by an accountant selected by the Executive Board and presented to them at pre-determined meeting.

Section 4: Funds for the running of Wingard Home, Inc. will come from donations, charitable contributions, fund raisers and other financial sources.

Articles 7 Voting

All actions taken by the Executive Board shall be by 2/3 (66 2/3%) majority vote of those present.

Articles 8 Amendments

Amendments to the by laws shall be made by 2/3 vote of the members of the Board of Directors. Any amendment to the by laws can be submitted by any member of the Board of Directors and shall be read to each of two meeting prior to vote. Amendments may also be adopted by unanimous vote of a quorum of the Board of Directors at a scheduled meeting or specially called meeting.

Articles 9 Dissolution

Section 1: Dissolution of the Corporation shall only be had by unanimous votes of members of the Board of Directors of the outstanding membership on the Board of Directors.

Section 2; In the event of dissolution, any and all assets of the Corporation shall be sold and the proceeds distributed to an organization or agency providing services or programs for citizens which has been Federal Income Tax Exemption.

Section 3: In the event of dissolution, no distribution of any kind or type, shall be made to any officer, staff or director of the Corporation.