

Bylaws of C.H.A.M.P.S.

Preamble

It is the objective of this organization to community network; provide public and community resources, social and recreational activities and building of self-confidence in youth and young disabled adults, recently released incarcerated young adults and their families through fun activities and interactive workshops. To this end, we establish these bylaws for the governance of the organization.

ARTICLE 1: Name

This organization shall be known as C.H.A.M.P.S. (Changing Habits and Motivating Personal Self-Esteem) Resource & Service Center.

ARTICLE 2: Membership

- a) Any individual or institution supporting the goals and objectives of this organization as enumerated in the Preamble, and who agrees to abide by these bylaws, is eligible for membership.
- b) To be eligible to vote, an individual must be a current member and have attended at least three consecutive meetings.
- c) Institutional members are never eligible to vote.

ARTICLE 3: Board of Directors

- a) The Board of Directors (BOD) shall consist of at least three and no more than thirteen individual members of BOD, and shall include a Chief Executive Officer/Founder, President, Vice President, Secretary, and a Trustee who can hold indefinite terms should they choose, unless the BOD recommend any change in their term, which shall be approved upon a majority vote of the full board.
- b) The BOD shall maintain an awareness of the discuss issues relevant to CHAMPS status and (excepting issues whose discussion might compromise security) shall keep the volunteers informed of these issues.
- c) The BOD shall make decisions related to community networking, resources, workshops, staff responsibilities and appointments, and issues related to daily business.

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- d) The BOD shall hold face-to-face meetings on a regular, monthly basis, and in addition may hold special meetings if necessary. A quorum consists of four BOD members.
- e) The time, place, and agenda of each BOD meeting shall be publicized one week in advance of the meeting, or as soon thereafter as feasible. Meetings shall normally be open to all volunteers of CHAMPS, except that portion of meetings dealing with sensitive personnel issues may be held in closed executive session.
- f) The CEO is responsible for calling BOD meetings and organizing the agenda. For the purposes of incorporation papers, in the absences of the CEO the President or Vice President shall conduct the responsibilities of the CEO.
- g) The secretary shall take minutes at all BOD meetings and make them available to the volunteers of CHAMPS in a timely fashion, shall maintain an up-to-date data information list of all officers, organization accomplishments, archive news articles, members and staff and shall handle routine correspondence.
- h) The treasurer shall collect all contributions and other monies and deposit them in the organization's checking account, shall pay all bills by check, shall keep records of all transactions, and shall publicly post a monthly financial report.
- i) The BOD may establish committees and/or sub-committees, as they deem necessary.

ARTICLE 4: Election and Terms of Office

- a) BOD members shall be elected to two-year terms that begin on November 1st of each year. Terms of office shall be staggered, with 7 board positions being filled beginning in even-numbered years and 6 in odd numbered years.
- b) Upon serving two consecutive terms on the BOD, a person can vacate the BOD for one year before being eligible to serve again. Chief Executive Officer shall serve indefinitely.
- c) If an office is vacated before expiration of its term, an election to fill the vacancy shall take place within three months. A partial term so created of six months or less will not count toward the two-consecutive-term limitation.
- d) Nominations for the BOD will be submitted by June 15th. Any person may submit nomination. All nominees must be individual BOD members as of the start of the voting period. Board elections will be held between the 1st and 15th of September. The required number of candidates receiving the largest number of votes is seated on the board commencing November 1st.

- e) A BOD member shall be removed from office if they resign, unable to fulfill the tenure of their appointed term, not be available for meetings and/or respond to BOD communications for a period of three months, or be voted out of office by a vote of the membership, with $\frac{3}{4}$ of the ballots cast in favor of removal. Should the BOD find evidence of neglect or abuse within the CEO they must vacate the position immediately.

ARTICLE 5: Voting Procedures

- a) Only Officers of the BOD may make a motion. All CHAMPS volunteers may participate in the discussion, but DO NOT have authority to vote. No action on the motion is taken for two weeks. At the end of two weeks, the member may then submit a final version for a vote by the membership. The vote is conducted over a period of ten days.
- b) A motion will be considered to have passed if more votes were cast in favor than against, except as provided for bylaw amendments.
- c) For voting purposes, a day will run midnight to midnight.

ARTICLE 6: Contributions

- a) The initial members of the board of directors shall serve without initiation fee or annual dues. However, each member shall be responsible for donating or raising not less than \$500.00 annually for the support of the programs of the corporation and/or to lend his/her prestige and support to all fundraising efforts of the corporation, which are approved by the full board. Failure to lend such support shall constitute cause for dismissal.
- b) The fiscal year shall begin on January 1st of each year. The incumbent treasurer shall close the books prior to this date.
- c) The BOD shall be responsible for keeping the membership informed as to CHAMPS financial status. Should circumstances warrant a start of membership dues, the membership will be notified and the issue discussed and put to a vote according to the procedures of Article 5.

ARTICLE 7: Amendments to the Bylaws

Amendments to these bylaws may be proposed and voted upon at any time according to the procedures of Article 4. In order for a proposed amendment to take effect, a $\frac{3}{4}$ majority voting in favor of the change is required.

ARTICLE 8: Dissolvement

In the event the membership is unable to support CHAMPS, all property belonging to the organization shall be sold. The remaining cash assets, after paying final bills, shall be donated to a charitable organization, as determined by the BOD. All elected officers shall then be released from their obligations and the corporation dissolved.

ADDENDUM

It is understood that it may not be feasible to hold the first election for the Board of Directors by the dates specified in Article 5. An election for the initial Board of Directors shall be held within 90 days of the adoption of these bylaws. All thirteen BOD positions will be filled in this election, with the candidates receiving the most votes having two-year terms.