

# BYLAWS OF ORGANIZATION NAME (SAMPLE ORGANIZATION BYLAWS)

## ARTICLE I

### NAME, LOCATION AND PURPOSE OF CORPORATION

#### Section 1. Name.

The name of the Corporation shall be the (hereinafter sometimes referred to as the "Corporation").

#### Section 2. Place of Business.

The place of business shall be located at

#### Section 3. Purpose.

The Corporation is organized and shall be operated exclusively for the charitable or educational purposes set forth in the Certificate of Incorporation.

## ARTICLE II

### BOARD OF DIRECTORS

#### Section 1. Number.

There shall be a Board of Directors consisting of not less than three (3) nor more than fifteen (15) directors as shall be determined by the Board of Directors by resolution from time to time.

#### Section 2. Non-Discrimination.

No person shall be denied directorships because of race, sex, age, religion, national origin, sexual orientation, or any other basis prohibited by law.

#### Section 3. Power of the Board of Directors.

The property, affairs, business and concerns of the Corporation shall be managed and controlled by the Board of Directors who shall also set the policy of the Corporation within the purposes defined in the Certificate of Incorporation.

#### Section 4. Number of Directors.

The number of Directors constituting the Board of Directors of the Corporation, all of whom shall subscribe to the purposes and ideals of the Corporation, shall initially be three (3) members, not to exceed fifteen (15). The Board of Director shall thereafter be such other number as fixed from time to time by resolution of the Board of Directors within the maximum and minimum numbers provided for in the Certificate of Incorporation. The term of a director then in office shall not be affected by any change in the number of directors of the Board of Directors.

#### Section 5. Election of Directors and Term.

The Board of Directors shall be recruited and elected by the current members of the Board. The term of a Director shall be with a limit of consecutive terms. Directors are elected annually at the meeting, and terms begin January first of the following year. The term expires December 31, years hence. Additionally, Directors can be elected during the course of the year at a duly called regular meeting of the Board of Directors, with proper notification, and their term shall expire on December 31st years hence. In the case of vacancies due to resignations, directors can be elected at any time to fill such vacancies.

**Section 6. Non-Voting Board Members.**

The Executive Director shall serve as a non-voting member of the Board of Directors.

**Section 7. Quorum.**

At any meeting of the Board of Directors, a majority of the Directors currently serving on the Board of Directors shall constitute a quorum for the transaction of business at any meeting. There shall be no voting by proxy (or there shall be voting by proxy) at any of the meetings held by the Corporation. The act of a majority of the Directors present at a regularly called meeting at which a quorum is present, at the time of the act shall be the act of the Board of Directors except as otherwise noted in these bylaws.

**Section 8. Election, Resignation, and Removal.**

Election and appointment of Directors shall take place at the annual meeting, except for the election of Directors to fill vacant or new authorized directorships. Any Director of the Corporation may resign at any time by giving written notice to the Board of Directors or to the Chairperson or Secretary of the Corporation. Any such resignation shall take effect at the time specified therein. Any Director may be removed, with cause or without cause, by a majority vote of the Board of Directors. The Directors may remove a Director only at a meeting called for the purpose of removing him/her, and the meeting notice must state that the purpose or one of the purposes of the meeting is removal of the Director.

**Section 9. Fiscal Year.**

The fiscal year of the Corporation shall extend from \_\_\_\_\_ except as otherwise determined by resolution of the Directors.

**Section 10. Meetings.**

The Annual Meeting of the Corporation shall take place in the \_\_\_\_\_ of each year on a date as determined by the Board of Directors.

The Board of Directors shall hold regular meetings at least four (4) times per year as determined by the Chairperson of the Board of Directors.

**Section 11. Compensation.**

No Officer or Director shall receive any compensation or remuneration from the Corporation. However, the Board of Directors may be reimbursed for any reasonable and necessary expense incurred. Members of the Board of Directors are prohibited from accepting gifts, monies, or gratuities from the following:

- a. Persons receiving benefits or services under any program financed by local, state or federal funds;
- b. Any person or agency performing services under contract;
- c. Persons who are otherwise in a position to benefit from the actions of a Board member.

**ARTICLE III**

**OFFICERS**

**Section 1. Positions.**

The Officers of the Corporation shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer. No one person may hold two (2) Officer positions simultaneously. All Officers shall be elected by the Board from among its members and upon nomination by the Nominating Committee.

## **Section 2. Duties.**

The duties of each Officer shall be:

- a. The Chairperson, as chief executive officer for the Corporation, shall, in addition to fulfilling normal duties of the position, appoint such committees as may be needed. All such appointments shall be approved by a majority vote of the Board of Directors. In addition, the Chairperson shall sign, on behalf of the Corporation, all deeds, contracts, and other formal instruments, provided, however, that such authority may be delegated, in any instance or in general, to such other officer or the Executive Director as may be authorized by the Board of Directors from time to time.
- b. The Vice-Chairperson shall fulfill the responsibilities of the Chairperson during the Chairperson's absence or incapacitation, assist the Chairperson in discharging responsibilities as the Chairperson may seem fit, and fulfill any duties that may be determined by the Board of Directors.
- c. The Secretary shall be responsible for the taking and safekeeping of the official minutes of the Corporation, and any other responsibilities as may be required under the laws of the State of Connecticut. The Secretary of the Corporation shall be responsible for providing minutes of the prior meeting at least seven (7) days prior to any subsequent Director's meeting.
- d. The Treasurer of the Corporation shall have charge of all papers and financial records of the Corporation and shall have the responsibility for the funds of the Corporation and for keeping full and accurate accounts and records of all receipts and disbursements of the Corporation. This includes an annual financial audit by a qualified auditor prior to final approval by the Board of Directors. All such papers, records, and accounts shall be kept at the principal place of business of the Corporation and be open to inspection by any Director with reasonable advance notice.

## **Section 3. Term.**

The term of office for all officers shall be two (2) years. Officers are eligible for re-election to successive terms. Officers shall be elected at the annual meeting.

## **Section 4. Vacancies.**

The Board of Directors may make interim appointments to fill officer vacancies. These appointments will be effective until the next annual Meeting.

## **Section 5. Board Committees.**

All Board Committees shall be advisory and recommending in nature, and shall be composed of members of the Board, and shall report to the Board of Directors for action on their reports. The reports of all committees shall be read into, or appended to, the minutes of the meeting at which they are present.

## **ARTICLE IV**

### **NOMINATING COMMITTEE**

#### **Section 1. Compositions.**

A nominating committee shall consist of a minimum of three (3) members, and shall be appointed annually by the Chairperson of the Board of Directors of the Corporation.

## **Section 2. Duties.**

The duties of the nominating committee are:

- e. To nominate persons as members of the Board of Directors for regular and vacant terms under Article II, Section 5;
- f. To nominate persons as officers.

A slate of candidates for each above office shall be drawn up by this committee and sent to each member of the Board at least fourteen (14) days prior to the election meeting. Nominations will be accepted from the floor and write-in candidates will be accepted. Provisions shall be made for individuals to nominate themselves.

## **Section 3. Quorum.**

A quorum for meetings of the nominating committee shall be a minimum of 3, or 2/3 of the nominating committee, whichever is more.

## **ARTICLE V**

### **OTHER COMMITTEES**

#### **Section 1. Appointment.**

The Chairperson or the Board of Directors can designate committees at any time through a majority vote of the Board of Directors.

#### **Section 2. Membership.**

The Chairperson or Board of Directors can appoint relevant people to committees or dissolve committees, through a majority vote of the Board of Directors.

#### **Section 3. Removal.**

Removal of a person from a committee can be done by majority vote of the Board of Directors.

## **ARTICLE VI**

### **ADOPTION AND AMENDMENT OF THE BYLAWS, RULES**

#### **Section 1. Amendment.**

These bylaws and the certificate of incorporation may be amended, altered or repealed at any legal meeting of the Board of Directors, regular or special, by a majority of the Directors entitled to vote at a meeting which has been properly noticed at least 14 days before any such change.

#### **Section 2. Rules.**

Neither meetings of the Board of Directors nor any other committee shall be bound by *Robert's Rules of Order* except in case of conflicts or uncertainty over interpretations or a procedural issue not covered by these bylaws.

**ARTICLE VII**  
**CONFLICT OF INTEREST**

We, the Directors of the Corporation resolve that no member of the Board of Directors shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family, has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the director must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The Chairperson of the meeting is expected to make inquiry if such conflict appears to exist and the board member has not made it known.

Approved with revisions by the Board of Directors