

MODEL SET OF

BY-LAWS

ARTICLE I. PURPOSE

The corporation has been organized to operate exclusively for charitable purposes, including but not limited to:

- (1) (Outline the purposes of your organization as described in yours articles of incorporation)
- (2)
- (3)

ARTICLE II. LOCATION

The principal office of the corporation, at which the general business of the corporation will be transacted and where the records of the corporation will be kept, will be at such place in the Lancaster area, state of Pennsylvania, as may be fixed from time to time by the board of directors. Unless otherwise fixed, it will be at (address)

ARTICLE III. MEMBERS

Members of the corporation will consist only of the members of the board of directors.

OR

ARTICLE III. MEMBERS

Section 1: The qualifications for membership will be _____

Section 2: Persons will be selected for membership by _____

Section 3: Each member will serve _____

Section 4: The duties of the membership of this corporation will include _____

Section 5: An annual meeting of the members will be held in _____ of each year. Special meetings of the members may be called _____ (by whom) _____ (and how) _____

Section 6: the quorum of a membership meeting will be _____

Section 7: Notice of meetings of the membership must be sent to each member and must be mailed or delivered at least _____ days prior to the day such a meeting will be held.

Section 8: Membership meetings will be chaired by _____

Section 9: Members (may/may not) vote by proxy at any meeting of members.

ARTICLE IV. BOARD OF DIRECTORS

Section 1: The number of members of the board of directors of this corporation will not be less than _____ or more than _____

Section 2: Directors will be representative of (list groups to be represented) in the (geographic) area and will share the mission and goals of the corporation. This corporation is committed to a policy of fair representation on the board of directors, which does not discriminate on the basis of race, physical handicap, sex, color, religion, sexual orientation, or age.

Section 3: Election of new directors or election of current directors to a second term will occur as the first item of business at the annual meeting of the corporation. Directors will be elected by a majority vote of the current directors.

Section 4: The term of each director of the corporation will be _____ year(s). No director will serve more than _____ consecutive terms.

Section 5: When a director dies, resigns, or is removed, the board may elect a director to serve for the duration of the unexpired term.

Section 6: Any director may be removed from the board of directors by an affirmative vote of the majority of directors present at an official meeting of the board. Notice of the proposed removal will be given to members with the notice of the meeting. The director involved will be given an opportunity to be present and to be heard at the meeting at which his or her removal is considered.

Section 7: No compensation will be paid to any member of the board of directors for services as a member of the board. By resolution of the board, reasonable expenses may be allowed for attendance at regular and special meetings of the board.

ARTICLE V. MEETINGS OF THE BOARD OF DIRECTORS

Section 1: An annual meeting of the board of directors will be held in _____ of each year for the purpose of electing officers and directors. In addition to its annual meeting, the board of directors will hold regular meetings at least _____ times each calendar year at such place as may be designated in the notice of the meeting.

Section 2: Special meetings of the board of directors may be called at any time by the president of the corporation or in his or her absence by the vice-president or upon receipt of a request therefore signed by _____ or more directors or by a majority of the full-time, permanent paid staff of the corporation.

Section 3: Notice of regular, special, and annual meetings will be mailed at least _____ days prior to the day such meeting is to be held. Any director of the corporation may make written waiver of notice before, at, or after a meeting. The waiver will be filed with the person who has been designated to act as secretary of the meeting; this person will enter it in the record of the meeting. Appearance at a meeting is deemed a waiver unless the director attends for the express purpose of asserting the illegality of the meeting.

Section 4: At all meetings of the board of directors, each director present will be entitled to cast one vote on any motion coming before the meeting. The presence of a majority of the membership will constitute a quorum at any meeting.

Section 5: At a meeting at which there is a quorum present, a simple majority affirmative vote of the directors present is required to pass a motion before the board.

Section 6: Proxy voting ____ (will/will not) be permitted.

Section 7: Roberts Rules of Order will be the authority for all questions of procedure at any meetings of the corporation.

ARTICLE VI. OFFICERS

Section 1: The officers of this corporation will be president, vice-president, secretary, treasurer and such officers with duties as the board prescribes.

Section 2: The officers of the corporation will be elected annually by the members of the board of directors at its annual meeting. Each officer will serve _____ -year terms.

Section 3: any officer may be removed with or without cause by the board of directors by a vote of a majority of all the board members. The matter of removal may be acted upon at any meeting of the board, provided that the notice of intention to consider said removal has been given to each board member and to the officer affected at least _____ days previously.

Section 4: A vacancy in any office may be filled by a majority vote of the board of directors for the unexpired portion of the term.

Section 5: The *president* will be the chief executive officer of the corporation. It will be the duty of the president to preside at all meetings of the board of directors and to have general supervision of the affairs of the corporation. He or she will execute on behalf of the corporation all contracts, deeds, conveyances, and other instruments in writing that may be required or authorized by the board of directors for the proper and necessary transaction of the business of the corporation.

Section 6: It will be the duty of the *vice-president* to act in the absence or disability of the president and to perform such other duties as may be assigned to him or her by the president of the board. In the absence of the president, the execution by the vice-president on behalf of the corporation of any instrument will have the same force and effects as if it were executed on behalf of the corporation by the president.

Section 7: The *secretary* will be responsible for keeping the corporate records. He or she will give or cause to be given all notices of meetings of the board of directors and all other notices required by law or by these bylaws. The secretary will be the custodian of all books, correspondence, and paper relating to the business of the corporation, except those of the treasurer. The secretary will present at each annual meeting of the board of directors a full report of the transactions and affairs of the corporation for the preceding year and will also prepare and present to the board of directors such other reports as it may desire and request at such time or times as it may designate. The board of directors at its discretion may elect an assistant secretary, not necessarily a member of the board of directors, who will perform the duties and assume the responsibilities of the secretary as above set forth under the general direction of the secretary or president.

Section 8: The *treasurer* will have general charge of the finances of the corporation. When necessary and proper, he or she will endorse on behalf of the corporation all checks, drafts, notes, and other

obligations and evidences of the payment of money to the corporation or coming into his or her possession; and he or she will deposit the same, together with all other funds of the corporation coming into his or her possession, in such bank or banks as may be selected by the board of directors. He or she will keep full and accurate account of all receipts and disbursements of the corporation, which will be open at all times to the inspection of the board of directors. He or she will present to the board of directors at its annual meeting his or her report as treasurer of the corporation and will from time to time make such other reports to the board of directors as it may require.

Section 9: Any officer of the corporation, in addition to the powers conferred upon him or her by these bylaws, will have such additional powers and perform such additional duties as may be prescribed from time to time by said board.

ARTICLE VII. COMMITTEES

Section 1: The board of directors may designate one or more ad hoc committees, each of which will consist of at least one committee chair and two or more committee members. Committee members may be members of the board of directors, members of the corporation, or other interested individuals. The chair of the committee will be appointed by the president of the organization who will act with the board's approval. After consultation with the committee chair, the president will appoint committee members. The studies, findings, and recommendations of all committees will be reported to the board of directors for consideration and action, except as otherwise ordered by the board of directors. Committees may adopt such rules for the conduct of business as are appropriate and as are not inconsistent with these bylaws, the articles of incorporation, or state law.

Section 2: The board of directors will have the following standing committees.

Executive Committee: This committee will be chaired by the president of the corporation and will consist of all other officers of the corporation and the chairs of all other committees. This committee will serve as the central planning group for the organization and as an advisory group to the executive director. It also will have full authority to act for the board in managing the affairs of the corporation during the intervals between meetings of the board.

Budget and Finance: This committee will be chaired by the treasurer and will consist of ___ to ___ members appointed by the president to ___ year terms.

This committee will oversee and monitor the fiscal operations of the organization, develop and annual budget for recommendation by the board, and develop and assist in the implementation of a funding strategy for the corporation.

ARTICLE VIII. MISCELLANEOUS

Section 1: The corporation will have the power to indemnify and hold harmless any director, officer, or employee from any suit, damage, claim, judgment, or liability arising out of, or asserted to arise out of, Conduct of such person in his or her capacity as a director, officer, or employee (except in cases involving willful misconduct). The corporation will have the power to purchase or procure insurance for such purposes.

Section 2: The board of directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute

and deliver and instrument in the name of, and on behalf of, the corporation. Such authority may be general or confined to specific instances.

Section 3: All checks, drafts, and other orders for payment of funds will be signed by such officers of such other persons as the board of directors may from time to time designate. All documents will require two such signatures, at least one of which must be that of a member of the board of directors and the other may be of the executive director.

Section 4: The corporation will keep correct and complete books and records of account and will also keep minutes of the proceedings of its members, board of directors, and committees having any of the authority of the board of directors; and it will keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member or his or her agent or attorney for any proper purpose at any reasonable time.

Section 5: The fiscal year of the corporation will be _____ through _____

ARTICLE IX. AMENDMENTS

The board of directors may amend these bylaws to include or omit any provision that it could lawfully include or omit at the time the amendment is made. Upon written notice of at least _____ days, any number of amendments or an entire revision of the bylaws may be submitted and voted upon at a single meeting of the board of directors and will be adopted at such meeting upon receiving a _____ vote of the members of the board of directors.

ARTICLE X. DISSOLUTION

Upon the dissolution of the corporation and after the payment or the provision for payment of all the liabilities of the corporation, the board of directors will dispose of all of the assets of the corporation exclusively for the purposes of the corporation or to organizations that are then qualified as tax-exempt organizations under section 501 © (3) of the Internal Revenue code. Any assets not so disposed of will be disposed of by a court of jurisdiction in the country in which the principal office of the corporation is located