

BYLAWS OF LEAVENWORTH COMMUNITY SERVICE ORGANIZATIONS, INC.

ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be Leavenworth Community Service Organization, Inc.

Section 2: The Leavenworth Community Service Organization, Inc. is organized exclusively for charitable, humanitarian and educational purposes, more specifically, to conduct non-profit management, training and team building activities; conduct public relations and community awareness activities; provide volunteer encouragement and recognition programs; and provide merit-based academic scholarship awards.

ARTICLE II - MEMBERSHIP

Section 1: Membership shall comprise of the representatives from community service organizations supporting the Kansas communities of Leavenworth, Lansing and Fort Leavenworth.

ARTICLE III - QUARTERLY MEETINGS

Section 1: Annual Meeting. The date of the regular quarterly meeting shall be set by the Board of Directors who shall also set the time and place and provide advance notice of the meeting to the membership.

Section 2: Special Meetings. Special meetings may be called by the Board Chair.

Section 3: Notice. Notice of each meeting shall be given to each voting member, by mail, not less than five days before the meeting.

ARTICLE IV - BOARD OF DIRECTORS

Section 1: Board Role, Size, Compensation. The Board will be responsible for overall policy and direction of the organization, but will delegate responsibility for day-to-day operations to the Executive Director/Vice Chair and committees. The Board shall have up to 12 and not fewer than 3 members. The board receives no compensation other than reimbursements for pre-approved expenses.

Section 2: Meetings. The Board shall meet at least quarterly at an agreed upon time and place.

Section 3: Board Elections. Election of new directors or election of current directors to a new term will occur as the first item of business at the first quarterly meeting of the year. The corporate year begins in October and ends in September. Directors will be elected by a majority vote of the members.

Section 4: Terms. All Board members shall serve one year terms, but are eligible for re-election.

Section 5: Quorum. A quorum must be attended by at least 51 percent of the voting members before business can be transacted or motions made or passed. Written proxy authority will be counted to determine whether the quorum has been met.

Section 6: Notice. An official Board meeting requires that each voting member have written notice five days in advance.

Section 7: Officers and Duties. There shall be four officers of the Board consisting of a Chair, an Executive Director/Vice Chair, Secretary and Treasurer. Their duties are as follows:

The Chair shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Executive Director/Vice-Chair, Secretary and Treasurer.

The Executive Director/Vice-Chair will serve as an ex-officio member of all committees.

The Secretary shall be responsible for keeping records of Board actions, including the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

The Treasurer shall make a financial status report at each Board meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to the Board and to the members.

Section 8: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from present Board members and the general membership by the Secretary two weeks in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. Once filled, the Board member's term will extend to one calendar year from the date elected.

Section 9: Resignation, Termination and Absences. Resignation from the Board must be in writing, addressed to the Board and received by the Secretary. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences from meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the members.

Section 10: Special Meetings. Special meetings of the Board shall be called upon the request of the Chair or one-third of the members. Notices of special meetings shall be sent out by the Secretary to each member two weeks in advance.

ARTICLE V - COMMITTEES

Section 1: The Board may create committees as needed (e.g. fundraising, publicity, etc.). The Board Chair must confirm all committee chairs.

Section 2: The Executive Director/Vice Chair, the Secretary and standing committee chairs make up the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

Section 3: Finance Committee. The Treasurer is chair of the Finance Committee, which includes the Executive Director/Vice Chair and Secretary. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and an annual budget. The membership must approve the budget, and all expenditures must be within the budget. The fiscal year shall begin in October and end in September. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization shall be made available to the membership and Board members at each quarterly meeting.

ARTICLE VI - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the members. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

These Bylaws were approved at a meeting of the Board of Directors of _____ on _____, 20XX.