

# **Habitat for Humanity of the Kokomo Community Inc.**

## **By Laws (Revised July 16, 2013)**

Purpose – Habitat for Humanity of the Kokomo Community, Inc. works in partnership with God and people across our community to provide simple decent housing for those in need so that every person can experience God's love and can live and grow into all that God intends.

### **Article I - MEMBERSHIP**

Membership shall consist only of the board of directors.

### **Article II - BOARD OF DIRECTORS**

The BOARD of directors is responsible for the overall policy and direction of Habitat For Humanity of Kokomo Inc. They may delegate the responsibility of day to day operations to the President, the Executive Director, and the committees. The BOARD shall have up to 18 members but not fewer than 12 members. The BOARD receives no compensation other than ordinary and reasonable expenses.

### **Article III - MONTHLY MEETINGS**

The monthly meetings shall be held on the third Monday of every month, unless changed by the President. They shall be held at a place to be announced 10 days in advance.

A Special meeting may be called by the President, Vice President, Treasurer, or Secretary. Notice shall be given to each BOARD member by mail or electronic mail not less than 10 days before the meeting.

The President or the Vice President may use an electronic mail vote to seek BOARD approval for business arising between BOARD meetings that requires action before the next scheduled BOARD Meeting.

### **Article IV - BOARD ELECTIONS**

Election of new members or election of current members to a second term will occur as the first item of business at the December monthly meeting. President, Vice President, Treasurer, Secretary will be elected by a majority vote of the current members. These positions may be filled by non-board members, but they will not have voting rights.

### **Article V - TERMS**

All BOARD members shall serve 3 year terms, but are eligible for re-election. Board members may only serve 2 consecutive terms.

### **Article VI - QUORUM**

A quorum for transaction of business is 50%+1 of the Board members.

### **Article VII - OFFICERS, EXECUTIVE DIRECTOR, AND DUTIES**

There shall be four officers of the BOARD, President, Vice-President, Treasurer, and Secretary. Their duties are as follows:

The President shall convene regularly scheduled BOARD meetings, shall supervise the Executive Director and appoint members to committees.

The Executive Director shall oversee the daily operation of Habitat For Humanity of Kokomo Community Inc. including the supervision of other paid employees.

The Vice-President will chair committees on special subjects as designated by the BOARD and fill in for the President in his/her absence.

The Secretary shall be responsible for keeping records of BOARD actions, including overseeing the taking of minutes of all BOARD meetings, sending out meeting announcements, distributing copies of minutes and agenda to each BOARD member, and assuring that corporate records are maintained. It shall be his/her duty to file any certificate required by any statute, federal or state.

The Treasurer shall prepare a report for each BOARD meeting. The Treasurer shall Chair the finance committee, assists in the preparation of the budget, help develop fund raising plans, and make financial information available to the BOARD members and the public.

#### ARTICLE VIII - COMMITTEES

The BOARD may create as many committees as needed, such as fund raising, construction, family selection, etc. Each member of the BOARD will serve on at least one committee.

#### ARTICLE IX – AUTHORITY TO SIGN

The President of the Board of Directors is duly authorized and required to sign documents acquiring or relinquishing real property, documents initiating or settling legal action, partner family mortgages, documents acquiring or relinquishing assets valued in excess of \$5000, and mortgages on Habitat property. In his/her absence, the Vice President of the Board of Directors has that authorization.

#### ARTICLE X -VACANCIES

When a vacancy on the BOARD exists, nominations for new members may be received from present BOARD members 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. These vacancies will be filled only to the end of the particular BOARD members term.

#### ARTICLE XI-RESIGNATION

Resignation, Termination, and Absences from the BOARD must be in writing and received by the secretary. A BOARD member may be dropped for excess absences from the BOARD if she/he has three unexcused absences from BOARD meetings in a year. A BOARD member may be removed for other reasons by three-fourths vote of the remaining members.

#### ARTICLE XII - NOT-FOR-PROFIT-STATUS

##### Purpose of Corporation

Notwithstanding any provisions of these By-laws, this Corporation is organized for and will be operated for not-for-profit purposes and not for the monetary gain of its officers or directors. No act of the officers or directors shall contravene this purpose. It shall at all times be the intent and purpose of this corporation that it qualify for tax exempt status under Internal Revenue Code Section 501-C3. The officers and directors shall take no action, whether by amendment of these by-laws or otherwise, which will prevent such tax exempt status.

This organization is incorporated under "Articles of Incorporation of Habitat For Humanity of the Kokomo Community Inc." accepted by the Secretary of State of Indiana on October 13, 1988. These articles are incorporated herein and made part of these By-

laws.

**ARTICLE XIII - AMENDMENTS**

These By-laws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements. The proposed Amendment shall be presented at one meeting and then voted on at a subsequent meeting.

These Bylaws were approved at a meeting of the Board of Directors of Habitat for Humanity of the Kokomo Community, Inc. on July 16, 2013.

President: \_\_\_\_\_

Robin G. Symonds

Vice President: \_\_\_\_\_

Ken Cave

Secretary: \_\_\_\_\_

Barbara D. Sehr

Revised July 16, 2013