

Article #	Title	
I	Name & Address	
II	General Powers	<ul style="list-style-type: none"> • Corporation controlled by the Board of Directors • Employ or terminate Executive Director • Designate banking institutions to hold agency monies • Designate check signers • Responsible for planning, coordination, evaluation, administration of programs • Receive, administer and transfer funds • To contract
III	Purpose	<ul style="list-style-type: none"> • To administer human services programs • To work with the three significant groups (low income, public and private sectors) • Address/reduce poverty • Community awareness • Mobilize resources and bring about a greater institutional sensitivity • Plan and develop a system of priorities (Strategic Plan)
IV	Limitations	<ul style="list-style-type: none"> • No Lobbying - to qualify as a 501 c3
V	Composition	<ul style="list-style-type: none"> • Twenty-four (24) members • Tripartite (1/3 Public Sector, 1/3 Low-Income Sector, 1/3 Private Sector) from the four county service area • One member with expertise in finance or accounting • One member with expertise in early childhood education • One member who is a licensed attorney • One member is a Head Start Parent • Other members reflective of the community
VI	Membership	<p>Public Sector -One-third (1/3) public officials or their duly appointed representatives</p> <p>Low Income Sector - One-third (1/3) democratically elected representatives from the low-income communities of the YVEDDI geographical service area</p> <p>Private Sector - One-third (1/3) defined as any non-profit organization or interest concerned with business, industrial, labor, religious, private welfare, private education, civic, professional, significant minority groups or other community interests. Mandated: one attorney, one with child development expertise, one with financial expertise, law enforcement, Yadkin Chamber, OAA Pac Member, RSVP PAC Member</p> <p>Terms - Three (3) year terms</p> <p>Residence - Must reside in the county/community they represent</p> <p>Vacancies - Filled within 120 days; Executive Committee oversees. Seat expires when member ceases to be a member of the group s/he represents, or when a public official no longer holds office. Filled in the same manner</p> <p>Attendance - Regular and prompt attendance deemed imperative</p> <p>Removal - Three (3) unexcused absences without contact or valid excuse or willful misconduct. Removal requires 2/3 vote of the full board. For public officials, a majority of the Board of Directors of the corporation may request removal to the respective county commissioner Board.</p>

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		Adhere to Conflict of Interest and Confidentiality Policies Compensated for reasonable expenses
VII	Petitioning Procedures	Any low-income individual, representative of low-income individuals, community organization, religious organization, or Special Interest group which feels itself inadequately represented on the Board may petition for adequate representation
VIII	Meetings of the Board	<p>Regular meetings - fourth Thursday, bi-monthly, at 6:00 pm (June, Aug, Oct, Dec, Feb, April)</p> <p>Annual meeting - fourth Thursday in April, 6 pm. Advance notice required</p> <p>Special meetings may be called by Chairperson or at request of any ten members. Five days written notice and agenda required</p> <p>Open Meetings – except those held in closed session</p> <p>Quorum – 50% = 12</p> <p>Voting - Act of the Board is the majority when the quorum is met. Proxy voting is prohibited, except where a public official has a permanent representative.</p> <ul style="list-style-type: none"> • Items requiring 2/3 vote of <u>full board</u>: 1) removal of board member, 2) hire or fire executive director, 3) amend By-laws. • Use secret ballot for: 1) removal of board member, 2) hire or fire executive director, 3) election of officers <p>Robert’s Rules of Order, Revised followed</p>
IX	Officers of the Board	<p>Duly elected:</p> <ul style="list-style-type: none"> • Chairperson, Vice Chairperson, Secretary, Treasurer (chairs Finance Committee) <ul style="list-style-type: none"> ◦ Parliamentarian and Chaplain appointed by the Chairperson • One-year terms • Not more than 2 officers from the same group or county
X	Committees	<p><u>Composition</u> Developed by Executive Committee who apply member interests; subject to the review and concurrence of the Board. Balanced by sectors/groups and counties to the extent feasible.</p> <ol style="list-style-type: none"> 1. Executive Committee – Officers, Previous Board Chair, Committee Chairs and Finance Vice Chair 2. Planning and Evaluation Committee 3. Personnel Committee 4. Finance Committee – Treasurer is Chair <p>Term - until the next annual meeting</p> <p>Vacancies - filled in the same manner as original appointment</p> <p>Ratification/Approvals - acts of the committees to be approved by the board</p>

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		<p>Quorum and Act – Majority = (5 of 8 members)</p> <p>Meeting Notice - five (5) days prior required</p> <p>Chart of Organization – illustration of governance structure (Board Org Chart)</p> <p>Staff Assistance – assigned by the Executive Director to assist committees in their effort</p>
XI	Policy Advisory Council and Committees	Established by the board as deemed necessary or required by grants/contracts to assist in the administration of certain activities
XII	Books and Records	Board Officers are bonded via blanket policy and paid for by organization. Records and Minutes kept systematically
XIII	Fiscal Year	July 1 – Jun 30
XIV	Distribution of By-Laws	To the full Board
XV	Amendment of By-Laws	Requires 2/3 vote of the full board
XVI	Dissolution of the Corporation	In accordance with State Laws assets are returned to the funding agency as applicable