



## COMMUNITY ACTION ORGANIZATION

### BY LAWS

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## **COMMUNITY ACTION ORGANIZATION**

### **BY LAWS**

#### **ARTICLE I: Name and Offices**

##### **Section A. Name**

The name of this non-profit private organization shall be Community Action Organization, hereinafter referred to as Community Action.

##### **Section B. Offices**

The Corporation may have such offices as the Board of Directors may designate or as the business of the corporation may require from time to time.

##### **Section C. Registered Office**

The registered office of the corporation required by the Oregon Non-Profit Corporation Law to be maintained in the State of Oregon may be, but need not be, identical with the principal office in the State of Oregon, and the address of the registered office may be changed from time to time by the Board of Directors.

#### **ARTICLE II: The purpose of Community Action shall be as follows:**

##### **Section A.**

Community Action Organization is a private non-profit, community based agency serving the economically disadvantaged in Washington County, Oregon, by providing for basic needs and promoting long term self-sufficiency.

##### **Section B.**

The responsibilities of Community Action shall be as follows:

1. To serve as the local community action agency to contract, receive, and dispense funds in connection with, but not limited to the 1981 Community Services Block Grant Act and any amendments thereto.
2. To exercise all of the powers granted to a non-profit corporation under the Oregon Non-Profit Corporation Act as limited by Section 501 (c) (3) of the Federal Internal Revenue Code.
3. To solve problems and remove obstacles which block the achievement of self-sufficiency by the economically disadvantaged.

4. To promote greater participation of the economically disadvantaged in decisions and activities affecting them.
5. To provide the leadership required to assure the active involvement of the public, private and non-profit sectors in addressing the problems of economically disadvantaged people.
6. To coordinate and provide linkages between governmental and non-governmental human services.
7. To address both the causes and symptoms of poverty by providing a range of services that help people to:
  - a. Secure meaningful employment;
  - b. Attain needed education and training;
  - c. Obtain adequate housing;
  - d. Meet emergency basic needs;
  - e. Counteract conditions of starvation and malnutrition; and
  - f. Make more effective use of other related services and programs.

### **ARTICLE III: Board of Directors**

#### **Section A. Number**

There shall be no fewer than 15 and no more than 24 directors on the Board.

#### **Section B. Qualifications**

1. Directors shall live, work, or have business interests in Washington County, Oregon.
2. No person may sit on the Board who is an employee of Community Action.
3. The Board will be constituted from sectors so that: (1) one-third of the directors are elected public officials currently holding office or their representatives. If the number of elected officials reasonably available and willing to serve is less than one-third of the membership, membership of appointed public officials may be counted as meeting the one-third requirement; (2) at least one-third of the directors are persons chosen through democratic selection procedures adequate to assure that they are representatives of low income people in the area served; and, (3) the remainder of the directors are officials or members of business, industry, labor, religious, welfare, education, and other major groups and interests in Washington County, Oregon.
4. The Board may create such additional non-voting ex-officio Board positions, as it deems appropriate.

**Section C. Alternates and Proxy Votes**

1. Alternates are not allowed to serve in a director's absence. An elected official, unable to regularly attend Board meetings, may designate a representative to serve on the Board as a member from the public sector.
2. Directors may not cast a proxy vote.

**Section D. Term of Office**

The term of office for directors shall be three years and consecutive terms are permissible. One-third of the positions, and one-third of the directors of each sector, shall be elected each year at the annual meeting.

**Section E. Compensation**

Members of the Board shall serve without compensation.

**Section F. Resignation**

Any director may resign at any time by giving written notice to the Secretary of the Corporation. Resignation shall take effect at the time specified or at such earlier time as the Board shall require. Acceptance of a resignation by the Board shall not be necessary. Resignations will be noted in the Board minutes.

**Section G. Removal**

1. If a director has two consecutive absences from regular meetings he or she will be notified by the Board secretary that a third consecutive absence may result in removal from the Board.
2. Any director may be removed from the Board upon a two-thirds majority vote of the directors present at any regular or special meeting. A two week notice of the time and place of the proposed removal of any director must be given to such member and to the Board by the Chair of the Board.
3. If a director position becomes vacant the Board may elect a successor to complete the unexpired term, by majority vote at a regular meeting.
4. Following a declaration of removal by the Board, the director so removed shall be given written notice of the action taken.

**Section H. Vacancies**

When a seat becomes vacant the unexpired term will be filled by a representative from the same sector through a majority vote of the Board.

**ARTICLE IV: Conduct of Meeting**

**Section A. General Powers**

The business and affairs of the corporation shall be conducted by its Board acting as a body in formal session, including the power to determine personnel, fiscal, and program policies, to approve overall program plans and priorities, and to assure compliance with conditions of grants and contracts and approve proposals for financial assistance.

**Section B. Annual Meeting of the Board**

An annual meeting of the Board shall be held. The meeting is designated by the Board for the purpose of electing directors and officers of the corporation and for the transaction of such other business as may come before the Board.

**Section C. Regular Meeting**

Regular meetings of the Board shall be held at least quarterly on a day and hour designated by the Board. The Chair may fix another date in lieu of the regularly scheduled meeting date.

**Section D. Special Meeting**

Special meetings of the Board may be called by or at the request of the Chair or any four directors.

**Section E. Place of Meeting**

All meetings of the Board shall be held at the principal office of the corporation or at such other place within Washington County as may be determined by the Board.

**Section F. Notice of Meeting**

Notice of regular meetings shall be provided either by mail or telephone to members of the Board and must be posted at the Community Action office at least seven days prior thereto. Notice of special meetings must be posted and directors notified 24 hours prior thereto. Notice shall include time, place, and agenda.

**Section G. Quorum**

A majority of the number of directors in office shall constitute a quorum for the transaction of business at any meeting of the Board.

**Section H. Vote**

Each director of the Board shall be entitled to one vote.

**Section I. Manner of Acting**

The act of the majority of directors present at a meeting at which a quorum is present shall be the act of the Board, unless the act of greater number is required by the Articles of Incorporation or by the Oregon Non-Profit Corporation Law.

**ARTICLE V: Committees**

**Section A. Appointment**

The Board may create such committees as it shall deem appropriate. Each such committee shall be appointed by the Chair of the Board, shall consist of three or more directors and may include non-directors subject to concurrence of the Board.

**Section B. Manner of Acting**

The act of the majority of the committee members present at a meeting at which a majority of committee members is present shall be the act of the full committee unless the act of greater number is required by the Articles of Incorporation or by the Oregon Non-Profit Corporation Law.

**Section C. Removal**

In the event that a committee member has two consecutive absences from scheduled meetings, he or she will be notified by the Committee Chair that a third consecutive absence may result in removal from the committee.

**Section D. Executive Committee**

There shall be an Executive Committee of all elected officers of the corporation plus the immediate past chair and a member of the Board elected at large. Executive Committee meetings shall be held as needed, to be determined by the Chair, and shall be called by the Chair, Vice-Chair or by any Officer. The Executive Committee shall keep a written record of its official acts and shall submit such records to the Board.

The Executive Director, and a staff member or consultant may be appointed to serve as non-voting, ex-officio committee members. A majority of voting Executive Committee members from the Board constitutes a quorum, and a quorum will be necessary in order to take official action.

The Executive Committee shall be charged with the responsibility of conducting interim business for the Board and shall report its activities to the next regular Board meeting for ratification. The Executive Committee shall follow Board policy in all matters and will discharge such matters as assigned to it by the Board. All Executive Committee action shall be subject to review and modification by the Board.

**ARTICLE VI: Officers**

**Section A. Number**

The officers of the corporation shall be a Chair, Vice-Chair, Secretary, and Treasurer, each of whom shall be elected by the Board from its membership, and at least one of whom shall hold a low-income position on the Board. Such other officers and assistant officers as may be deemed necessary may be elected from time to time by the Board.

**Section B. Election and Term of Office**

The officers of the corporation shall be elected every two years by the Board at its annual meeting. If the election of officers is not held at such meeting such election shall be held as soon thereafter as is convenient. Each officer shall hold office for two years and until replaced by a duly elected successor.

**Section C. Removal**

Any officer or member of the Executive Committee may be removed from office by a two-thirds majority vote of the directors present at any regular or special meeting. A written notice of the time

and place of the proposed removal must be given to the Board and to such officer by the Chair of the Board not less than two weeks before the meeting scheduled for consideration of such removal.

**Section D. Vacancies**

A vacancy in any office other than the Chair (which shall be filled by the Vice-Chair) shall be filled by the Board for the unexpired portion of the term, by nomination from any director at the first regular meeting following notification of the vacancy or as soon thereafter as convenient.

**Section E. Board Chair**

The Chair of the Board shall preside at all meetings of the Board and of the Executive Committee. The Chair may sign, with the Secretary or any other officer of the corporation authorized by the Board, any contracts or other instruments which the Board has authorized to be executed, except as expressly delegated by the Board or by these By-Laws to some other officer or agent of the corporation or as required by law to be otherwise signed or executed. The Chair shall perform such other duties as are customary for that office and as may be prescribed by the Board from time to time.

**Section F. Vice-Chair**

In the absence of the Chair or in the event of the Chair's resignation, death, inability or refusal to act, the Vice-Chair shall immediately assume the duties of Chair for the remainder of the term. The Vice-Chair shall perform such other duties as are customary for that office and as may be prescribed by the Board from time to time.

**Section G. Secretary**

The Secretary shall keep the minutes of the meetings of the Board and Executive Committee in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; be custodian of the corporate records; and in general perform all duties incident to the office of Secretary and such other duties as may be prescribed by the Board from time to time. The Board may expressly delegate to some other officer, agent or employee of the corporation performance of any of the duties enumerated above, but the responsibility for proper performance shall remain with the Secretary.

**Section H. Treasurer**

The Treasurer shall be responsible to assure the proper care and custody of the funds and investment of the corporation. The Treasurer shall be responsible to assure the maintenance of regular books of account and the deposit of all funds and other valuable effects in the name of the corporation in such depositories as may be designated by the Board. The Treasurer shall be responsible for putting in place and maintaining fiscal controls during his or her term of office and for implementing any controls and procedures as directed by the Board. The Treasurer shall present financial reports to the Board periodically. The Board may expressly delegate to some other officer, agent or employee of the corporation performance of any of the duties enumerated above, but the responsibility for proper performance shall remain with the Treasurer.

## **ARTICLE VII: Executive Director**

The Board shall appoint an Executive Director to serve at the pleasure of the Board. The Executive Director shall be a full-time employee of the corporation and, subject to the direction and control of the Board, shall direct and supervise the business and affairs of the corporation. The Executive Director shall perform such duties as may be prescribed by the Board from time to time. The salary of the Executive Director shall be fixed from time to time by the Board of Directors.

## **ARTICLE VIII: Fiscal and Financial Regulations**

### **Section A. Contracts**

The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances.

### **Section B. Checks, Drafts, etc.**

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board.

### **Section C. Deposits**

All funds of the corporation not otherwise employed shall be expediently deposited to the credit of the corporation in such banks, trust companies, or other depositories as the Board may select.

### **Section D. Investments**

All investments and reinvestments of funds of the corporation shall be restricted to the classes of investment permitted by statute.

### **Section E. Fiscal Year**

The Fiscal Year of the corporation shall end on June 30 of each year.

### **Section F. Audit**

An independent audit of the corporation books shall be made within 120 days after the end of each fiscal year by a certified public accounting firm selected by the Board. The Chair shall make the audit available to the members of the Board, and shall submit a detailed financial statement based upon the audit at the first meeting of the Board following receipt of the audit, but no later than 120 days following the close of the fiscal year.

## **ARTICLE IX: Amendments and Statements of Policy**

### **Section A. Amendments**

These By-Laws may be altered or amended at any regular meeting or special meeting of the Board by a majority vote of the quorum present. Written notice of each proposed change shall be mailed or delivered to directors at least two weeks prior to the date of the meeting.



**Section B. Conflict of Interest**

A conflict of interest exists if a director is in a position to vote on any matter the effect of which could be to the director's private financial gain or loss, or to that of the director's family. A conflict does not exist if the financial gain or loss arises because the action affects to the same degree all people in the county or a large class of people with which the member is associated.

If a conflict of interest arises, the affected director shall give notice before the Board takes action. Such disclosure of a conflict of interest will be made part of the minutes of the meeting. Where there is question, the Chair shall decide.

Any director who may benefit from an action by the Board more so than any other member in the county, or a large class of people with which the member is associated, shall be identified during the next audit and the auditors shall investigate that action by the Board.

**Section C. Indemnification**

The corporation may indemnify to the fullest extent permitted by law, any person who is made or threatened to be made a party to, witness in, or otherwise involved in, any action, suit or proceeding, whether civil, criminal, administrative, investigative, or otherwise (including an action, suit or proceeding by or in the right of the corporation) by reason of the fact that the person is or was a director, trustee, officer, employee, or agent of the corporation or any of its subsidiaries, or a fiduciary within the meaning of the Employee Retirement Income Security Act of 1974 with respect to any employee benefit plan of the corporation or any of its subsidiaries, or serves at the request of the corporation as a director, trustee, officer, employee or agent or as a fiduciary of an employee benefit plan of another corporation, partnership, joint venture, trust or other enterprise. Any indemnification provided pursuant to this Article IX, Section C shall not be exclusive of any rights to which the person indemnified may otherwise be entitled under any provision of these By-Laws, the Articles of Incorporation, agreement, statute, policy of insurance or otherwise.

**Section D: Personal Liability**

The civil liability of a director for the performance or non-performance of the director's duties shall be limited to gross negligence or intentional misconduct.