

Step Of Faith Outreach, Inc.

BYLAWS

Article I. Name and Creation

Section 1. The name of this organization shall be Step Of Faith Outreach, Inc.

Section 2. Creation

Step of Faith Outreach, Inc. was created as a group of representatives from various agencies, families, local government, business and civic groups, faith communities, parents, youth, and other citizens interested in seeing all families in Georgia to become strong, self-sufficient and contribute positively to their community.

Article II. Purpose

Section 1. Purpose

The purpose of the Step of Faith Outreach, Inc. is for the individual representatives in the group to collectively work together to:

- Make the well-being of children and their families a community priority.
- Participate in the development of a comprehensive plan to help children and youth in their community avoid and overcome such obstacles as school failure, teen pregnancy and parenthood, abuse and neglect, juvenile delinquency, uncorrected disabilities and other correctable and preventable obstacles to achieving successful, contributing and law-abiding adulthood.
- Advocate and promote the implementation of the comprehensive plans through appropriate contracts between legal constituted services provider organizations and other appropriate legal bodies and by appropriate collaboration between service provider agencies.
- Inform the community about the condition of children, youth and their families in the community.

Section 2. Non-Profit Status

The Step of Faith Outreach, Inc. is not organized as shall not be operated for monetary gain or profit. No part of the profit of the organization and no part of the earnings shall inure to the benefit of any director or any other private individual except that the organization is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose of the organization.

Section 3. Political Campaign/Lobbying

The Step of Faith Outreach, Inc. shall never participate in any political campaign on behalf of any candidate for public office, not share or permit any of its property or any part of the income therefrom to be devoted to such purpose. Any attempts to lobby or influence legislation shall not be the primary purpose of Step of Faith Outreach, Inc. and such attempts shall comply with all regulations pertaining to U.S. Internal Revenue Service 501 C 3 status.

Article III. Membership

Section 1. Members

Committee membership is not open to anyone. Membership shall be approved by the Step of Faith Outreach, Inc. Board of Directors with not less than $\frac{3}{4}$ of the directors approving the action to admit any business agency or individual to serve on a committee of Step of Faith Outreach, Inc. The approved party shall support the purpose, mission statement, goals, and bylaws of Step of Faith Outreach, Inc. Members agree that they will work with each other to:

- *Participate in the preparation and recommend for adoption by appropriate legal bodies a comprehensive plan for addressing well-being problems confronting children, youth and their families. In preparing this plan, the participants agree to address such issues as school failure, unwed teen pregnancy and parenthood, abuse, and neglect, poor health and preventable diseases, juvenile crime and drug/alcohol abuse and other conditions that can limit the capacity of children and you to become successful, productive and law abiding adults.*
- *Participate in the preparation and recommend a proposed budget providing allocations for each of the strategies and administrative cost and listing the sources of revenues proposed to fund these allocations.*
- *Participate in the preparation and recommend a proposed budget providing allocations for each of the strategies and administrative cost and listing the sources of revenues proposed to fund these allocations.*
- *Participate in the preparation and recommend for adaptation a plan for evaluating the results being achieved from the various programs and strategies contained in the plan and recommend the manner for reporting these findings to the community.*
- *Advocate and participate in the preparation of an annual report on the condition of children, youth and families in their community.*

Section 2. Application for Membership

Membership shall be obtained by application to the corporation on a suitable form devised by the Board of Directors.

Section 3. Expulsion

A member may be expelled from the corporation if said member violates a code of conduct, which shall be established by the corporation; and/or otherwise endangers the corporation's status as a non-profit corporation. A member may also be expelled from the corporation after three consecutive absences from the corporations monthly meetings. Expulsions require an affirmative vote of three-fourths ($\frac{3}{4}$) of the Directors then in office, provided the member has at least fifteen (15) days notice of the proposed action and an opportunity to appear in person or by representation at a regularly-scheduled board meeting during which said member's expulsion is to be considered.

Section 4. Proxy

An EMAIL VOTING- Directors who cannot attend a called meeting in person may exercise the right to vote by email. The Director5 wishing to exercise this right must

send an email to the Executive Director and CEO from their email on record at least 6 hours in advance of the called meeting. The email vote will count to constitute a quorum at any called meeting of the Board of Directors.; Texts, and /or phone calls will not be accepted. The Executive Director and CEO can call an email vote of the Directors if the Directors are given a 24 hour notice in advance by emailing the Board of Directors of such action.

Article IV. Board of Directors

Section 1. General Powers

The Business and affairs of the Step of Faith Outreach, Inc. Shall be managed by the Board of Directors, under the leadership of the Chief Executive Officer hereinafter referred to as the CEO.

Section 2. Number

The Board shall include no less than three (3) or more than ten (10) members.

Section 3. Term

Board members shall serve four-year terms. A board member may be reappointed for one additional term and then must leave the Board for one year before being appointed to the Board again. Directors shall hold office until their successors have been appointed.

Section 4. Vacancies

If a director leaves the Board of Directors for any reason, the position vacated shall be filled by a majority vote of the Board of Directors, upon nomination as the next regular Board meeting. A director elected to fill a vacancy shall hold office throughout the remaining term of the vacated position.

Section 5. Meetings

Regular meetings of the Board of Directors shall be held at such time, place and date as designated by the C.E.O. Written notice of all regular meetings, together with meetings of the preceding regular meetings and other Board communications shall be mailed to each Director at least five (5) business days before the date fixed for such meeting. Special meetings of the Board may be called by the Executive Director or at the request of a majority of Directors then in office.

Section 6. Quorum

The presence in person of three-fourths (3/4) of the entire board of Directors shall be necessary to constitute a quorum at any meeting of the Board. When a quorum is one present at the meeting, it is not broken by the subsequent withdrawal of any Director.

Section 7. Incorporators

The incorporators of the Step of Faith Outreach Inc. were as follows:

Kenneth Watkins

Radha Sinha

Patsy Watkins

Dena Sinha

William Ware

Brooks Benton

Singed 12/20/2005

Section 9. Removal

Any Director may be removed at a regularly scheduled meeting by a majority vote of the entire Board of Directors, for the following reasons:

*Failure to adhere to the principles and standards of the organization.

*Absence from two (2) consecutive regular meetings of the Board without prior notice.

*Any director subject to removal must be provided with five (5) days written notice of the vote for removal prior to the meeting at which removal is to be considered. At that meeting, the Partner may present statements to the Partnership in an effort to retain the position.

* Removal will occur if so voted by majority of the Partners present at the meeting or voting by appropriate proxy.

Article V. Officers

Section 1. Number

The officers of the organization shall be a Chief Executive Officer (CEO) a Chief Operations Officer (COO) and a **Executive** Secretary.

Section 2. Appointments and Terms

Officers of the Step of Faith Outreach, Inc. shall be appointed at the annual November meeting of the membership. The CEO shall appoint a COO and a Executive Secretary to serve for a four year term. The COO and Executive Secretary may be reappointed one additional term and then must leave that office for one year before being appointed to the office again.

Section 3. Duties

The officers of the Step of Faith Outreach, Inc. shall have powers and duties as are usual to their respective offices or as the Board shall prescribe from time to time.

- CEO shall preside at all meetings of the members, Board of Directors and Executive Board Committee; shall prepare and submit an agenda for

all regularly-scheduled meetings; shall create direction for the collaborative; shall facilitate the development of policies; shall have a personal vision for the community and the collaborative.

- COO shall preside in the absence of the CEO. Shall coordinate various strategies targeting agencies and organizations to secure sources of revenue to help support the mission of this organization. Shall serve on the public Relations Committee as Chairperson.
- Executive Secretary shall attend and keep minutes of all meetings of the Step of Faith Outreach, Inc. the Board of directors and the Executive Committee; shall have custody of the minutes books; shall be cosigner with the CEO or Executive Director on all Sstep of Faith Outsreach, Inc. checks.
- Resignation of officer(s) Any resignation submitted by Officers shall be in writing and stating the date on which said resignation shall be effective.

Article VI. Committees

Section 1. Authority

Committee members of the Step of Faith Outreach, Inc. shall be appointed by the Executive Director of the Step of Faith Outreach, Inc. Each committee shall have at least three members. The Chairperson of each committee shall serve on the Board of Directors. Vacancies occurring on any committee for any reason shall be filled by the CEO. Committee members shall serve for one fiscal year. The Executive Director will serve as an ex officio member of all committees.

Section 2. Executive Committee

The CEO, the COO, the Executive Director, and the Executive Secretary of the Step of Faith Outreach, Inc. shall constitute the Executive Committee. It shall act on behalf of the Board between meetings of the Board. The Executive Committee shall be subject at all times to the direction of the CEO. The Executive Committee shall keep full minutes of each of its meetings and report the same to the next meeting of the Board.

Section 3. Finance Committee

The Finance Committee shall consist of a chairperson and at least 2 other Step of Faith Outreach, Inc. members. The chairperson shall serve on the Board of Directors. The responsibilities of the Finance Committee are as follows:

- Establishing funding priorities
- Seeking resources (including grants, donations, fundraising)
- Developing a budget and presenting said budget to the Board of Directors for approval.
- Handling fiscal management issues that arise.
- Reviewing quarterly reports and bank statements and recommending approval to the Board of Directors.
- Conducting an annual review of financial indicators.

Section VII. Meetings

Meetings of the Step of Faith Outreach, Inc. Directors shall be held quarterly . Meeting times are to be established by the Board of directors. Special meetings may be called by the CEO/Founder.

In Witness thereof, the Partners have set their hands, the year, and the date below:

Partner (Printed Name)	Partner Signature	Date Signed
Attached copy of original signatures.		