

**NON-PROFIT CORPORATE BYLAWS
of the
Bellbrook-Sugarcreek Community Support Center
Bellbrook, OH 45305
Greene County**

ARTICLE I: ORGANIZATION NAME

Bellbrook-Sugarcreek Community Support Center
Can also be known as Community Support Center or CSC

ARTICLE II: OFFICE LOCATION

2.01 Principal Office. The Executive Director managed office is located at 51 S. East Street, Bellbrook, Ohio. Mailing address: Bellbrook-Sugarcreek Community Support Center, 51 S. East Street, Bellbrook, OH 45305.

2.02 Change of Address. The CSC principal office location may be changed by the Board of Directors but must remain in the City of Bellbrook or Sugarcreek Township.

ARTICLE III: PURPOSES AND POWERS

The Bellbrook-Sugarcreek Community Support Center is organized exclusively for one or more of the purposes as specified in Section 501 (c) (3) of the Internal Revenue Code, including making distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code. The Community Support Center is organized exclusively for charitable, educational, or other socially beneficial purpose including, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

3.01 Purpose. The Bellbrook-Sugarcreek CSC is dedicated to strengthening the community and families through information, referral, and support services, collaborative program planning, encouraging volunteerism, and community engagement.

The specific objectives and purpose of this organization shall be:

- a. Promote public awareness of the issues families living in poverty face;
- b. Recruit, train, and support volunteers in their roles within the center;
- c. Help community members move forward in their lives in a positive and healthy manner through individualized service plans to meet their needs;
- d. Provide support to community members to achieve their expressed goals, and refer community members as needed to assist them in gaining success;

- e. Provide space for community to come together in support of one another. To address issues families face, while continually striving toward a production model in helping;
- f. Provide short term relief services to families to stabilize them to move into the production model;
- g. To respect the inherent dignity of each individual while respecting the diversity of all families within the community;
- h. To sponsor, host and/or participate in events and activities that promote community well-being and to recognize that more can be done when communities and families work as partners through collaboration and networking with other organizations, agencies, churches, and groups;
- i. To commit to accountability using outcomes to measure performance and improve practice.

3.02 501(c)(3) Exempt Activities Limitation. (This section required by IRS.)

(a) The Bellbrook-Sugarcreek Community Support Center will not carry on activities not permitted by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code.

The Bellbrook-Sugarcreek Community Support Center shall not disseminate propaganda, or otherwise attempt to influence legislation (except as otherwise provided by Section 501 (h) of the Internal Revenue Code). This organization shall not participate in or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

(b) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, any director, officer, member, or other private person, except when the organization is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions that support the CSC's purposes set forth in the Articles of Incorporation and these bylaws.

3.03 Distribution of Assets Upon Dissolution. Should the Bellbrook-Sugarcreek Community Support Center dissolve, any assets lawfully available for distribution shall be distributed to one or more qualifying organizations described in Section 501(c)(3) of the current Internal Revenue Code. The organization to receive the assets of Community Support Center shall be selected through the majority vote of its Board of Directors.

ARTICLE IV: BOARD OF DIRECTORS

4.01 Powers of Directors.

- (a) The Board of Directors of the Community Support Center is empowered to direct the affairs of the Center and provide guidance to the Executive Director.
- (b) Standing or project committees are determined by the Board.

4.02 Directors Serve Without Compensation. Directors receive no compensation for carrying out their duties. The board may provide for reasonable reimbursement of directors' expenses incurred in conjunction with carrying out board responsibilities. *(Required by IRS.)*

4.03 Liability. No officer or director or staff of this corporation shall be personally liable for the debts or obligations of the Bellbrook-Sugarcreek Community Support Center, nor shall any of the property or assets of the officers or directors be subject to the payment of the debts or obligations of this corporation.

4.04 Number of Directors. The Bellbrook-Sugarcreek Community Support Center shall have a board consisting of at least five (5) and no more than seven (7) voting members. The board may increase or decrease the number of directors, including for the purpose of staggering the terms of directors. Ex-Officio members include a representative from the City of Bellbrook, Sugarcreek Township, Bellbrook-Sugarcreek City Schools, and the Executive Director of the Community Support Center.

4.05 Qualifications and Election of Directors

- (a) **Eligibility.** Directors must be at least 18 years of age.
 - (1) Membership is granted after completion and receipt of a membership application and upon a majority vote of the existing Board.
 - (2) Voting members shall include five (5) to seven (7) volunteers from the following: Bellbrook-Sugarcreek Ministerial Association, community member representative, business representative (preference in accounting or fundraising), CSC volunteer representative, and community volunteer leadership representative.
 - (3) No two members of the Board of Directors shall be related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity may serve on the Community Support Center Board at the same time.
 - (4) The board will discuss nominations for board of directors' positions.
- (b) **Election.** Directors may be elected at any board meeting by majority vote of the existing board. Electing directors, to replace those who have fulfilled their term of office, shall take place in June of each year. Directors elected in June officially assume their role July 1 and outgoing directors term ends June 30.

- (c) Newly elected members of the Board who have not served before shall serve initial one-year terms. At the conclusion of the initial one-year term, members of the Board of Directors may serve an additional three-year term.

Board member terms will be staggered to offer sufficient overlap and to offer a degree of continuity for the Board. Two members terms will be set to expire after one year (but can be renewed by a majority vote of the board); two members terms will be set to expire after two years (but can be renewed by a majority of the board); and three members terms will be set to expire after three years (but can be renewed by a majority of the board).

- (d) Each member of the Board of Directors shall attend at least six (6) meetings of the Board per year.
- (e) Board members are encouraged to attend volunteer training that is offered for all volunteers of the Community Support Center.

4.06 Director Vacancies. The Community Support Center Board will fill vacancies due to 1. Expiration of a director's term of office; 2. Director resignation filed with the secretary; 3. Director death; 4. Removal of a director by the board. The board may appoint new directors to fill a previously unfilled board position, subject to the maximum number of directors under these bylaws. The board may fill an unexpected vacancy for the balance of the term of the director being replaced.

4.07 Board of Directors Meetings

- (a) **Regular Meetings.** The board of directors will have regular meetings each calendar year at times and places fixed by the board. It is suggested that the board meet at least nine (9) months during the July-June timeframe. By August 15, the Community Support Center Executive Director will provide a printed annual report of activities for the previous year that is suitable also for public distribution, if asked. The final accounting for the Community Support Center will be emailed to all board members. It is suggested that board meetings shall be held with a minimum of 7 days' notice by electronic mail other means according to the directors' request. Notice of meetings shall specify the place, day, and hour of meeting as well as contain an agenda, minutes and any other information necessary to aid decision making. The president will preside over the meeting. If the president is unavailable, the vice president will preside.
- (b) **Annual meeting.** An annual meeting of the Board of Directors shall be held at a time and day in the month of August each calendar year and at a location designated by the Board. Notice of this meeting shall be sent to all members of the Board of Directors no less than ten (10) days prior to the meeting date.

- (c) **Special Meetings.** Special meetings of the board may be called by the president, vice president, secretary, treasurer or any two (2) other directors of the board of directors. A special meeting must be preceded by at least 72 hours' notice to each director of the date, time and place as well as inclusion of issues to be considered.

4.08 Conducting Board Business.

(a) **Parliamentary Procedure.** Board meetings and other business meetings of the Community Support Center Board operate using Parliamentary Procedure reflected in Robert's Rules of Order.

(b) **Quorum.** A majority of the directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting. No business can be voted upon/transacted by the board at any meeting at which a quorum is not present.

(c) **Majority Vote.** Decisions will be made through majority vote of the quorum present.

(f) **Action by the Board of Directors Via Email.** Any action permitted to be taken by the board at a meeting may be taken without a meeting if a quorum agrees in writing via email. An e-mail transmission from a director's e-mail address on record constitutes valid participation.

(g) **Confidentiality.** Directors and Ex-Officio members shall not discuss or disclose information about the Community Support Center or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Community Support Center's purposes, or can reasonably be expected to benefit the Community Support Center. Directors and Ex-Officio members shall use discretion and good business judgment in discussing the affairs of the Community Support Center with third parties. Without limiting the foregoing, Directors and Ex-Officio members may discuss upcoming fundraisers and the purposes and functions of the Community Support Center, including but not limited to accounts on deposit in financial institutions.

ARTICLE V: OFFICERS

5.01 Officers. The officers of this Board shall be the President, Vice-President, Secretary and Treasurer. All officers must have the status of active members of the Board.

5.02 Selection of Officers. Board officers are chosen by, and serve at the pleasure of, the Board of Directors via an appointed nominating committee that consists of three Board members.

5.03 Officers' Terms of Service. Each officer shall serve a one-year term of office and may not serve more than two (2) consecutive terms of office, unless unanimously elected by the board at the end of the officer's term. Each board officer's term of office shall begin upon the adjournment of the board meeting at which she/he is elected and shall end upon the adjournment of the board meeting during which a successor is elected.

5.04 Removal and Resignation. The board of directors may remove an officer at any time, with or without cause. Any officer may resign at any time by giving written notice to the Community Support Center Board. This resignation shall take effect at the date the notice is received or at any later time specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

5.05 Vacancies. The Nominating Committee shall also be responsible for nominating persons to fill vacancies which occur between annual meetings, including those of officers. Nominations shall be sent in writing to members of the Board at least two (2) weeks prior to the next meeting at which the election will be held. The persons so elected shall hold membership or office for the unexpired term in respect of which such vacancy occurred.

5.06 President. The board president shall be the chief volunteer officer of the Community Support Center Board. The president shall lead the board of directors in performing its duties and responsibilities, including presiding at all meetings of the board of directors. The president cannot act without the support of a majority of the board. The person who is president must have served as an officer or director on the board for at least one year prior to becoming president.

5.07 Vice-President. In the absence of, or in case of the disability of, the board president, the vice president shall perform the duties of the president. When so acting, the vice president shall have all the powers of, and be subject to all the restrictions upon, the board president. The vice president shall have such other powers and perform such other duties prescribed for her by the board of directors or the board president. The vice president often accedes to the office of board president upon the completion of the board president's term of office but *is not required* to assume the presidency.

5.08 Secretary. The secretary shall keep, or cause to be kept, a book of minutes of all board meetings and actions. The secretary also ensures that minutes are kept of all committee meetings and that those are forwarded to the board secretary (for filing) within a reasonable amount of time and before the closure of the fiscal year. The minutes of each board and committee meeting shall state the time and place that the meeting was held and such other information that is necessary to determine that the meeting and actions occurred in accordance with the law and these bylaws. Minutes should be maintained for 7 years and located in the Community Support Center Office.

5.09 Treasurer. The treasurer leads the daily matters concerning the financial affairs of the Community Support Center and keeps the board informed of the Center's financial condition, including audits and financial review results.

The treasurer is responsible for creating and documenting the annual budget for board discussion and approval. The treasurer ensures that any other appropriate financial reports, including an accounting of transactions, are made available to the board of directors. The

treasurer performs any other duties properly required by the board of directors or the board president.

The Treasurer, Vice President and President will have signature authority for the checking account, check must only be signed by one person.

ARTICLE VI: COMMITTEES

6.01 Committee Formation

The CSC Board may create committees as needed, such as fundraising, public relations, data collection, etc. The board chair appoints all committee chairs.

6.02 Executive Committee

The four officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.

6.03 Finance Committee

The treasurer is the chair of the Finance Committee, which includes one other board member. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be July 1 through June 30. Annual reports are required to be submitted to the board showing income and expenditures by August 15. The financial records of the organization are public information and shall be made available to the membership, board members, and the public.

ARTICLE VII. COMMUNITY SUPPORT CENTER STAFF

7.01 Executive Director. The Board of Directors shall hire an Executive Director or contract with an agency or corporation for an Executive Director who shall serve at the will of the Board. The Executive Director shall have immediate and overall supervision of the operations of the Community Support Center, and shall direct the day-to-day business of the Community Support Center, maintain the properties of the Community Support Center, hire, discharge, and determine the salaries and other compensation of all staff members under the Executive Director's supervision, and perform such additional duties as may be directed by the Executive Committee or the Board of Directors. No officer, Executive Committee member or member of the Board of Directors may individually instruct the Executive Director or any other employee. The Executive Director shall make such reports at the Board and Executive Committee meetings as shall be required by the President or the Board. The Executive Director shall be an ad-hoc member of all committees.

The Executive Director may not be related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity to any member of the Board of Directors. The Executive Director may be hired at any meeting of the Board of Directors by a majority vote and shall serve until a resignation is submitted or removed by the Board of Directors upon an affirmative vote of three-quarters (3/4) of the members present at any meeting of the Board Directors. Such removal may be with or without cause.

ARTICLE VIII: FINANCIAL MATTERS

8.01 Fiscal Year. The fiscal year of the corporation shall be from July 1 to June 30.

8.02 990s and Other Federal and State Financial Reports. The treasurer and president of the board ensure these reports are properly prepared and then reviewed and approved by the board before submitting them on time to the proper government agencies.

8.03 The finances of the organization will be maintained according to accepted accounting principles.

8.04. Annual Report. The annual report includes the previous fiscal year's income, expenses, accomplishments and any other detail that exemplifies accountability for a mission-based charitable organization. The report will be prepared by the Executive Director with financial information provided by the Treasurer. The report is to be finished and voted on by the Board within 60 days of the end of the fiscal year and ready for distribution during the first week of September. This report is to be made available to the community upon request.

8.05 Funds/Assets

(a) Deposits. Funds received for the Community Support Center shall be deposited at least weekly in an account within a bank that the board selects. As of 2018, this account is held at Key Bank in Bellbrook.

(b) Funds Expenditures and Disbursement. Expenditures and disbursements shall be made in accordance with signed contracts and other supplies necessary to the operation of the Community Support Center. The Executive Director has authority to purchase items and be reimbursed for amounts up to \$200 per month. Any individual expenditures expected to be over \$200, purchased via out-of-pocket spending or with the CSC credit card, should be discussed at a Board meeting or with the Executive Committee. This can be accomplished via e-mail.

(c) Check-signing. All checks issued in the name of the corporation shall be signed by either the Treasurer, Board Vice President or Board President, in the Treasurer's absence.

(d) Fundraising. The Community Support Center Board can use multiple methods to raise funds—events, grants, planned gifts (bequests) and campaigns. It is important that the

board do its best to ensure methods chosen are cost-effective and appropriate for the target audiences and for the volunteers and other resources available.

(e) Gift Acceptance or Refusal.

- The Community Support Center Board accepts gifts of cash and other items of value as permitted by the board and in line with its mission and ethics policies. To be considered for an IRS tax deduction, all donation checks should be made out to Bellbrook-Sugarcreek Community Support Center or Community Support Center.
- Those donating new merchandise, gift cards or service gift certificates (to assist in fundraising projects or given as contributions to those the Community Support Center serves) must be accompanied with a purchase receipt. This permits the Community Support Center to provide a receipt to the giver for the correct value. Such a receipt is required for a tax deduction as allowable by IRS law.
- Donors may bequeath funds to the Community Support Center.
- The board reserves the right to refuse gifts. It is up to the board to determine that gifts are appropriate and also in no way jeopardize the Board's nonprofit status.

(f) Donor Recognition. Donors will receive letters of thanks and gift receipts no later than 35 days after the gift is received. Financial gifts should be deposited within one week of receipt. Thank-you letters should be signed by the Executive Director or board president and include the Community Support Center's Federal I.D. Number (EIN). Other officers also may sign, especially any officer or board committee member instrumental in obtaining the donation. The board must know if the donor wishes to remain anonymous (to not have her/his name or business name made public) in any promotional material or community report the Community Support Center may produce. The Community Support Center must honor the donor's choice. It is up to the board or its designees to determine in dialogue with donors if any other level of recognition will be given.

8.06 Contracts and Other Written Agreements. Except as otherwise provided by resolution of the board or board policy, all contracts, leases, grants, and other agreements of the Board shall be executed on its behalf by the treasurer and president.

ARTICLE IX: BOARD COMMUNICATIONS/OUTREACH

9.01 Board Communications with Community

- (a)** Reporting to the local community and donors. The CSC Board will develop a newsletter style annual report that is suitable for copying and distributing after the end of the program year, especially to those with whom the organization collaborates and community officials.
- (b)** General Public Communication. Communication means can include any of the following: Website, social media, news releases, direct email/mail and other messaging means.

9.02 Maintaining Corporate Reports and Records

The Community Support Center Board shall keep:

- (a)** Minutes of all board and committee meetings that indicate:
 - (i) time and place of such meetings whether regular or special
 - (ii) who is calling the meeting
 - (iii) the names of those present and absent
 - (iv) the proceedings of these meetings including all actions taken by directors/members.
- (b)** Adequate and correct books and records that include accounting of business transactions, assets, liabilities, receipts, disbursements and income.
- (c)** A copy of the Community Support Center Bylaws as amended to date.
- (d)** Copies of all state and federal correspondence, including tax returns, state organizational business name renewal, etc.
- (e)** Donor records including correspondence and copies of receipts, as appropriate for 7 years.

9.03 Directors' Inspection Rights. Every board director has the right at any reasonable time to inspect and copy all books, records and documents of any kind pertaining to the organization.
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9.04 Periodic Reporting. The board of directors shall prepare any annual or periodic report required under law and ensure its delivery to appropriate state and federal offices or to any members of the organization, within the time limits set by the board and by law. *(IRS requirement)*

9.05 Bylaws Amendments. These bylaws may be amended, altered, repealed or restated by a vote of the majority of the board of directors then in office at a board meeting. Changes must ensure the organization continues to qualify for 501 (c) (3) exemption and comply with State of Ohio nonprofit organization requirements.

9.06 Reporting Changes in Bylaws, Directors and Statutory Agent. These board-approved changes are to be sent to the Ohio Secretary of State and IRS, as required, within 30 days after adoption by the Bellbrook-Sugarcreek Community Support Center Board of Directors.

ARTICLE X: CODE OF ETHICS

(Sections 10.2-10.5 required by IRS)

10.01 The Bellbrook-Sugarcreek Community Support Center agrees to practice high standards of business and personal ethics in fulfilling their duties and responsibilities including compliance with all applicable laws and regulations.

10.02 Conflicts of Interest. Whenever a director or officer, or their immediate family member, has a financial or personal interest in any matter coming before the organization, the affected person shall: (a) fully disclose the nature of the interest and (b) withdraw from discussion and

voting on the matter. The minutes of meetings shall record such disclosure, abstention and rationale for the action. The board shall adopt and periodically review a conflict of interest policy to protect the organization's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, affiliate or member of a committee with board-delegated powers.

10.03 Reporting Violations. If any director, officer, or committee member reasonably believes that some policy, practice, or activity of the Community Support Center Board is in violation of law or ethics, a written complaint must be filed by that person with the board president or vice president. Anyone filing a complaint concerning a violation must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation. These reports shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

10.04 Handling Reported Violations. The board president or vice president shall notify the reporter/sender of the violation and acknowledge receipt of the reported violation within seven days. All reports shall be promptly investigated by the board and its appointed committee(s)/affiliates, as appropriate. Appropriate corrective action shall be taken if warranted by the investigation.

10.05 Nondiscrimination Policy. The officers, directors, committee members, other persons involved in carrying out the Board's mission shall be selected without discrimination regarding race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.
(Statement of this policy required by IRS).

10.06 Confidentiality. Directors, staff, contracted staff and Community Support Center volunteers will respect the confidentiality rights of all youth and families with which they interact. Personal information will be treated as confidential unless a valid release of information is in place or as mandated by law (i.e., mandated reporting of suspected abuse or neglect).

- (a) Photos of consumers may not be taken unless prior authorization is granted.
- (b) When sharing experiences from interactions with consumers who are served by the Community Support Center, directors, staff, contracted staff and volunteers will not include personal identifying information of Community Support Center consumers, such as names.

ARTICLE XI: INDEMNIFICATION

11.01 To the full extent authorized under the laws of the State of Ohio, the corporation shall indemnify any director, officer, employee, or agent, or former member, director, officer, employee, or agent of the corporation, or any person who may have served at the corporation's request as a director or officer of another corporation (each of the foregoing

members, directors, officers, employees, agents, and persons is referred to in this Article individually as an “indemnatee”), against expenses actually and necessarily incurred by such indemnatee in connection with the defense of any action, suit, or proceeding in which that indemnatee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnatee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnatee may be entitled under any bylaw, agreement, resolution of the Board of Directors, or otherwise.

11.02 Expenses. Expenses (including reasonable attorneys’ fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors, upon receipt of an undertaking by or on behalf of the indemnatee to repay such amount if it shall ultimately be determined that such indemnatee is not entitled to be indemnified hereunder.

11.03 Insurance. The corporation may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person’s status as such, whether or not the corporation would have the power or obligation to indemnify such person against such liability under this Article.

ARTICLE XII. TRANSPARENCY AND ACCOUNTABILITY

By making full and accurate information available about its mission, activities, finances and governance publicly available, the Bellbrook-Sugarcreek Community Support Center practices transparency and accountability, including the following:

12.01 Financial and IRS documents (Form 1023 and Form 990). When requested, the Community Support Center Board shall provide its Internal Revenue Forms 990, 990-T, and 1023; bylaws, conflict of interest policy and financial statements.

12.02 Means and Conditions of Disclosure. The Community Support Center Board shall make available the aforementioned documents within 7 days for mailed requests.

12.03 IRS Annual Returns (Form 990). The Community Support Center Board shall submit the Post Card Form 990 to its board of directors prior to filing the return with the IRS, unless otherwise authorized.

12.04 Retention of Records. The corporation shall keep complete books and records of account and minutes of the proceedings of the Board of Directors for seven (7) years.

12.05 Donor Records.

- (a) If requested, all donor records shall be made available to the donors concerned or to their legal representatives.
- (b) No donor records shall be made available to any other person outside the organization except to authorized governmental agencies.

ARTICLE XIII. AMENDMENTS

13.01 Articles of Incorporation. The Articles may be amended in any manner at any regular or special meeting of the Board of Directors, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by e-mail or at least five days if delivered by mail.

13.02 Bylaws. The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors. Bylaws should be reviewed every three years.

ARTICLE XIV: COUNTER-TERRORISM AND DUE DILIGENCE POLICY

The Community Support Center Board stipulates how its funds will be used and requires recipients to provide documentation of how the funds were utilized. Although adherence and compliance with the US Department of the Treasury's publication "Voluntary Best Practice for US. Based Charities" is not mandatory; the Community Support Center Board puts to practice these guidelines and suggestions.

(Article XIV is required by the IRS)

ADOPTION OF BYLAWS

We, the undersigned, are all of the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 13 preceding pages, as the Bylaws of this corporation.

ADOPTED AND APPROVED by the Board of Directors on this 12th day of January, 2021.

Nancy Pestian

Nancy Pestian, President, Bellbrook-Sugarcreek Community Support Center

Paul Santoro

Paul Santoro, Vice-President, Bellbrook-Sugarcreek Community Support Center

Marijane James

Marijane James, Secretary, Bellbrook-Sugarcreek Community Support Center

Ernie Havens

Ernie Havens, Member, Bellbrook-Sugarcreek Community Support Center