

# CommUNITY Table

## BYLAWS

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### Article 1 – Name

The name of this organization shall be **CommUNITY Table**.

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### Article 2 – Purpose

CommUNITY Table is organized exclusively for **charitable, religious, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code**.

We are committed to building **U.N.I.T.Y in our CommUNITY!**  
*(Uplift – Nurture – Include – Trust – Yield)*

CommUNITY Table is a **faith-centered nonprofit dedicated to strengthening relationships and building unity by creating welcoming spaces where individuals and families gather through community events, connection groups, and shared service**.

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### Article 3 – Board of Directors

#### Section 1. General Powers

The affairs of the organization shall be managed by its **Board of Directors**.

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#### Section 2. Number

The organization shall have **no fewer than three (3) and no more than nine (9) board members**.

Directors shall be **unrelated individuals**.

Advisors may be related to directors but **shall not have voting authority and shall not count toward the required number of board members.**

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## **Advisors**

Advisors may attend board meetings to provide **guidance, accountability, and expertise** as needed.

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## **Section 3. Terms**

Board members shall serve a **term of two (2) years** and may be reappointed.

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## **Section 4. Duties**

Board members are responsible for overseeing the **mission, finances, governance, and strategic direction** of the organization.

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## **Section 5. Removal**

A board member may be removed by a **two-thirds (2/3) vote of the Board of Directors** if they fail to fulfill their duties or act in a manner inconsistent with the organization's mission.

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# **Article 4 – Officers**

The officers of the organization shall include:

- **President (Board Chair)**
  - **Vice President (Board Co-Chair)**
  - **Secretary**
  - **Treasurer**
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## **Section 1. President**

The President shall preside over meetings and provide leadership for the organization and the Board of Directors.

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## **Section 2. Vice President**

The Vice President shall assist the President and assume duties when the President is unavailable.

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## **Section 3. Secretary**

The Secretary shall maintain **records, meeting minutes, and official organizational documents**.

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## **Section 4. Treasurer**

The Treasurer shall oversee **financial matters, financial reports, and budgeting** of the organization.

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# **Article 5 – Meetings**

## **Section 1. Regular Meetings**

The Board of Directors shall meet **at least quarterly**.

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## **Section 2. Special Meetings**

Special meetings may be called by the **President or a majority of the Board of Directors**.

EVEN Years= 1<sup>st</sup> Meeting of the Year- Voting of BOD Positions.

ODD Years=1<sup>st</sup> Meeting of the Year- Reevaluating Bylaws and documents making sure all are aligned.

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### **Section 3. Quorum**

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

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### **Section 4. Proxy Voting**

Proxy voting is permitted with **written communication signed and dated**, which must be submitted to a board member **at least 24 hours prior to the meeting**.

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## **Article 6 – Committees**

The Board of Directors may establish **committees** to support programs, fundraising, and operational needs of the organization.

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## **Article 7 – Conflict of Interest**

The organization shall maintain a **Conflict of Interest Policy** to protect the integrity and transparency of the organization.

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## **Article 8 – Compensation**

Board members shall **serve without compensation**.

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## **Article 9 – Amendments**

These bylaws may be amended by a **two-thirds (2/3) vote of the Board of Directors**.

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## **Article 10 – Financial Oversight**

Accurate financial records shall be maintained.

Two signatures are required for **checks over \$1,000**.

The fiscal year shall run from **January 1 through December 31**.

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## **Article 11 – Dissolution**

Upon dissolution of the organization, assets shall be distributed for **one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code**, or shall be distributed to the federal government or to a state or local government for a public purpose.

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## **Article 12 – Action Without a Meeting**

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if **all board members consent in writing**. Such written consent shall be filed with the minutes of the proceedings of the Board.

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## **Article 13 – Indemnification**

To the fullest extent permitted by law, the organization shall indemnify any person who is or was a director, officer, or authorized agent of the organization against expenses, judgments, fines, and amounts reasonably incurred in connection with any threatened, pending, or completed action, suit, or proceeding arising from their service to the organization, provided that such person acted in good faith and in a manner reasonably believed to be in the best interest of the organization.

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## **Adoption of Bylaws**

These bylaws were adopted by the Board of Directors of **CommUNITY Table** on the \_\_\_ day of \_\_\_\_\_, **20**.

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**President / Board Chair:** \_\_\_\_\_

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