

THE BYLAWS OF SHIRLEY'S HOUSE OF HOPE, INC

ARTICLE I – The Organization

A) Name:

The name of the corporation shall be SHIRLEY'S HOUSE OF HOPE, INC often referred to as the "Mission" in this document.

B) Membership:

The Mission shall have no members.

ARTICLE II – Vision, Purpose, and Beliefs

A) Our Vision is to see Jesus Christ transform lives through the fulfillment of our mission, which is 'to rebuild, renew and restore lives of women and children hurting from domestic violence along with drugs and alcohol addiction.'

B) Our Purpose is to help women and children hurting from the effects of domestic violence along with drugs and alcohol addiction by showing them the love of Christ through:

- 1) Meeting their basic needs (food, clothing, shelter, etc.);
- 2) Providing them a sanctified and nurturing atmosphere for them to stay while at the Mission;
- 3) Making available to them the necessary life skills and training to successfully live on their own;
- 4) Sharing with them the Gospel of Jesus Christ and encouraging those who want to change by using Biblical principles;
- 5) Not enabling them to stay in the cycle of domestic abuse; and
- 6) We will teach and model healthy boundaries, fellowship, interdependence, economic self-sufficiency and ultimate dependence on God for fulfilling every need.

C) Our Beliefs:

- 1) We believe in the verbal, plenary, inspiration of the Bible. We believe His word to be infallible and inerrant, our supreme authority in all matters of faith and conduct.
- 2) We believe in the One True God expressed as Father, Son and Holy Spirit; eternally existent.
- 3) We believe in God the Father, Creator of Heaven and Earth; Sovereign over all.
- 4) We believe in God the Son—God manifest in flesh—the Lord Jesus Christ; the world's only Savior. We believe in His pre-incarnate existence, His virgin birth, His sinless life, His vicarious death, burial and bodily resurrection, His ascension into heaven, His present mediatorial ministry, and His imminent personal return in power and glory.
- 5) We believe in God the Holy Spirit, Who convicts the world of sin, regenerates all believers, indwells them, and enables us to live holy lives of witness for our Lord Jesus Christ.
- 6) We believe in the sinfulness of humankind. We believe that mankind is born separated from God and is subject to His eternal wrath and condemnation because of sin.
- 7) We believe in the salvation of everyone who confesses their sins, accepts God's forgiveness, and believes that Jesus is Christ the Lord. Salvation is provided freely by God's grace through the shed blood, sacrificial death, and bodily resurrection of our Lord Jesus Christ. Salvation is not obtained by our own works, but is evidenced by good works once we receive this gift.
- 8) We believe in the bodily resurrection of all the dead: believers to the full enjoyment of eternal life in heaven; unbelievers to the full condemnation of eternal death in hell.
- 9) We believe in the local church and the importance of it in edifying and equipping the believer for the work of the ministry. Every believer should be a part of a local church, serve in the church and be accountable to the church.

ARTICLE III – Board of Directors

A) Board Role, Size and Compensation:

- 1) Powers: The Board of Directors is responsible for all business and policy of the Mission and delegates responsibility for day-to-day operations to the staff under the direction of the Executive Director.
- 2) Reports: The Board of Directors will receive reports from the Executive Director, Secretary, Treasurer and any other persons deemed necessary.
- 3) Size: The Board of Directors shall have up to fifteen (15) and not fewer than five (5) members.
- 4) Term of Service: Directors (other than the Executive Director) will not serve for more than 2 consecutive 3-year terms (with a minimum of 1 year off before serving additional term(s)).
- 5) Although Directors and Officers will normally be elected at the annual meeting, The Board has authority to fill vacancies that may occur between annual meetings. For purposes of determining term of service, a Director, elected separately from the annual election process, is presumed to have begun service at the annual meeting prior to his/her election.
- 6) Compensation: The Board of Directors shall not receive any compensation other than reasonable expenses.

B) Qualifications for Directors:

- 1) Personal acceptance and confession of Jesus Christ as Lord and Savior, thus having experienced the new birth.
- 2) Personal, consistent walk with the Lord Jesus Christ as evidenced by:
 - a) Regular attendance, good standing, and service in a local evangelical church;
 - b) Family/home life in order;
 - c) Good reputation in their church and community; and
 - d) Regular time spent in the Word of God (Bible) and prayer.
- 3) Endorsement of the pastor or elders of their church.
- 4) Wholehearted accord with the purpose, vision, and beliefs of the Mission.
- 5) Shall have the unanimous consent of the Board of Directors.

C) The Executive Director:

- 1) Must meet the qualifications of a Director.
- 2) Is an ex-officio non-voting member of the Mission's Board of Directors.
- 3) Is hired or dismissed by the Board of Directors, is subject to the direction of the Board of Directors, including an annual review by the Board of Directors.
- 4) Directs the staff and day-to-day operations of the Mission, including ultimate responsibility for hiring, dismissing, and supervising each member of the staff, paid or unpaid. Ensures an annual review of every paid staff member is conducted.
- 5) Performs all duties as may be incident to this office.

D) Rights of Inspection:

- 1) Each Director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the mission. Client case management and mentoring notes are exempted.
- 2) This will only be for a purpose reasonably related to such person's interest as a Director and with proper notification to the Chair of the Board of Directors.

E) Resignation and Dismissal:

- 1) Any Director/Officer may resign at any time by sending his/her written resignation to the Board of Directors via the Chair (or Vice-Chair, if the Chair resigns).
- 2) Any Director/Officer who believes he/she can no longer subscribe to the purpose, vision, or statement of belief in their entirety shall immediately advise the Chair and submit his/her resignation.
- 3) A Director/Officer may be requested to resign or may be dismissed by a majority vote by the other Board of Directors with or without cause. The Board is particularly concerned with:
 - a) Lack of cooperation with the Board of Directors;

- b) Failure to continue to meet the qualifications for membership in Article III, Section B, 1-5;
- c) Creating dissension within the organization or within the Board of Directors; and/or
- d) The Board may establish attendance expectations of Board members.

ARTICLE IV – Board Meetings

A) Meetings:

- 1) Annual Meeting: The annual meeting of the Board shall be the first regularly scheduled meeting of the calendar year. The annual meeting agenda shall include approval of Board nominees and election of Officers for the coming year.
- 2) The Board shall meet regularly and no less often than six times annually, at an agreed upon time and place.
- 2) Special meetings may be called by the Chair or by any two Directors, provided two days' notice is given to all Directors.

B) Minutes and Financial Statement:

The Minutes of the previous month's meeting, a monthly financial statement, and the agenda for the upcoming meeting shall be distributed to all Directors prior to the next scheduled meeting.

C) Quorum and Voting:

- 1) A majority of the voting members of the Board shall constitute a quorum.
- 2) Except where otherwise noted, decisions will be made by simple majority vote. Proxy votes will not be permitted.

D) Telephonic Meetings: a conference among Directors by any means of communication through which the participants may simultaneously hear each other during the conference, constitutes a meeting of the Board, if the same notice is given as would be required for a meeting, and if the numbers of Directors participating would be sufficient to constitute a quorum at the meeting.

E) Action Without Meeting:

- 1) Any action required or permitted by the Board may be taken by email or phone without a meeting if all Members of the Board consent to such action.
- 2) Such consent or consents shall have the same effect as a unanimous vote (as if all are present) of the Board and shall be filed with the Minutes of the proceedings of the Board.

ARTICLE V – Advisory Groups, Committees, and Task Forces

A) Advisory Groups, Committees, and Task Forces:

- 1) The Board of Directors may authorize the creation of and approve all Board committees or other groups, in which participants will include at least one Director.
- 2) The Chair and Executive Director are ex officio members of all committees and other groups formed by the Board unless otherwise ordered by the Board of Directors. Except the Executive Director will normally be absent for Committees auditing the ministry or evaluating Executive Director performance or compensation
- 3) The Chair appoints all committees and their Chairs with the exception that the Treasurer is automatically the Chair of the Finance Committee.
- 4) The duties and term of service shall be determined in the authorizing resolution. Such groups, committees shall act in an advisory capacity to the Board of Directors or implement authorized programs of the Board of Directors but shall not be delegated those authorities and responsibilities that the Board of Directors is required to carry out by law.

B) The Function of Board formed Groups and Committees:

- 1) It shall be the function of Board formed groups and committees, to investigate and make recommendations.
- 2) All advisory groups, committees, and task forces shall report to the Board of Directors.
- 3) No standing or special committee shall represent the Mission in an advocacy or opposition to any project without the specific confirmation of the Board of Directors.
- 4) Nor shall any advisory group, committee, or task force take or make public any formal action or make public any resolution, or in any way commit the Mission on a question of policy without first receiving approval of the Board of Directors.

C) The Officers:

- 1) The principle officers of the Mission shall be Chair, Vice Chair, Secretary, and Treasurer who are elected annually by the Board of Directors at the first meeting of the year.
- 2) The Chair: The Chair shall be the chief governance officer, shall preside at meetings of the Board, shall assure the integrity and fulfillment of the Board's process, and shall perform all duties incident to the office. The Chair shall present at the monthly Board of Directors' meeting an agenda requiring the consideration and judgment of the Board of Directors
- 3) The Vice-Chair: In the absence of the Chair, shall perform all of the Chair's duties.
- 4) The Secretary: The Secretary shall sign such documents as may require the Secretary's signature, shall ensure that a record is kept of Board and Executive Committee proceedings and shall ensure the integrity of Board documents. In the absence of the secretary, a designated Director will be appointed by the Chair.
- 5) The Treasurer: Shall be a person of high ethical standards, shall ensure accurate financial records and reports, and perform all other duties ordinarily done by a treasurer.

D) The Finance Committee:

- 1) The Treasurer is chair of the Finance Committee, which must include two (2) other members.
- 2) The Finance Committee is responsible for recommending financial policies for consideration by the Board.
- 4) The fiscal year shall be the calendar year.
- 5) Financial reports are required to be submitted to the Board at each meeting, showing income, expenditures, and pending income, and other items at the discretion of the Board.

ARTICLE VI – Dissolution

- A) Upon the dissolution of the Mission, the Board of Directors shall, after paying or making provisions for the payment of all of the Mission's liabilities, dispose of all of the Mission's assets exclusively for the purposes of the Mission in such a manner as the Board of Directors shall determine within the guidelines of these Bylaws, or to such organization or organizations organized and operated exclusively for faith-based charitable purposes, qualified by the Internal Revenue Service, Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter.
- B) No part of the funds shall inure, or be disturbed, to the Mission's directors, officers, employees or volunteers, individually or collectively.

ARTICLE VII – Amendments

- A) The Bylaws may be amended by a two-thirds (2/3) majority vote at any Board meeting, providing the following has occurred:
 - 1) The proposed amendment has been presented in writing at a preceding Board meeting; and
 - 2) Proposed amendments must be submitted to the Secretary allowing sufficient time to be sent out with regular Board announcements.

B) The Statement of Belief in Article II, Section C, 1-9 and the Qualifications of Directors in Article III, Section B, 1-5 are not subject to change in any way, shape, or form, either by addition or subtraction without a unanimous decision of the Board.

Rev. 09-28-2015