

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.'

B) Our Purpose is to help women and children hurting from the effects of domestic violence 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.
- 10) We believe marriage has been instituted by God and is defined as the exclusive covenantal union of one man and one woman. We believe the Bible teaches that sexual relations are a magnificent gift

from God to be exercised and enjoyed within marriage, and limits legitimate sexual relations solely to marriage.

- 11) We believe lascivious conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography, are incompatible with the biblical witness.
- 12) We affirm and extend the immeasurable love of God for all persons regardless of sexual history, and seek to be a safe community where sexual restoration can take place. We all are flawed bearers of the image of God and hope in Jesus' grace together.

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) The Board of Directors shall have authority to fill any and all vacancies that may occur on the Board between annual meetings.
- 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 of which such person is Director.
- 2) This will only be for a purpose reasonably related to such person's interest as a Director and with proper notification to the President 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 President (or Vice-President, if the President 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 President and submit his/her resignation.
- 3) A Director/Officer may be requested to resign or may be dismissed by a two-thirds (2/3) majority vote by the other Board of Directors for any of the following reasons:
 - a) Lack of cooperation with other 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) Any Director, who fails to attend three (3) consecutive regular board meetings without advance notice and good cause as determined by the Board.

ARTICLE IV – Board Meetings

A) Meetings:

- 1) The Board shall meet at least once every month, at an agreed upon time and place.
- 2) Special meetings may be called by the President or the Executive Committee, provided ample 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 mailed or faxed to all Directors prior to the next scheduled meeting.

C) Quorum and Voting:

- 1) Two-thirds (2/3) of the Board of Directors shall constitute a quorum.
- 2) Except where otherwise noted, decisions will be made by simple majority vote.

D) 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 committees, advisory groups or task forces, in which participants will include at least one Director.
- 2) The President and Executive Director are ex officio members of all advisory groups, committees, and task forces, unless otherwise ordered by the Board of Directors.
- 3) The President appoints all committee, advisory group or task force Chairpersons 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 advisory groups, committees, and task forces 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 Advisory Groups, Committees, and Task Forces:

- 1) It shall be the function of advisory groups, committees, and task forces 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 Executive Committee:

- 1) Officers: The principle officers of the Mission shall be President, Vice President, Secretary, and Treasurer who are elected annually by the Board of Directors at the first meeting of the year.
- 2) The President: Shall preside at all meetings of the Board of Directors and perform all duties incident to the office and advise such action as may be deemed to fulfill the purpose of the Mission.
- 3) The Vice-President: In the absence of the President, shall perform all of the President's duties.
- 4) The Secretary: Shall keep accurate record of the Minutes for the Executive Committee and Board meetings, both regular and special, and shall do all other clerical duties ordinarily performed by a secretary. In the absence of the secretary, a designated Director will be appointed by the President.
- 5) The Treasurer: Shall be a person of high ethical standards, keep accurate records of all financial reports, and perform all other duties ordinarily done by a treasurer.
- 6) The Executive Committee shall convene as called by the President or any two officers.
- 7) The Executive Committee or President shall present at the monthly Board of Directors' meeting an agenda requiring the consideration and judgment of the Board of Directors.
- 8) The Board of Directors shall have the authority to fill any and all vacancies which may occur in the Executive Committee between annual elections.

D) The Finance Committee:

- 1) The Treasurer is chair of the Finance Committee, which includes two (2) other Directors.
- 2) The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and an annual budget developed with input from staff and other Directors.
- 3) The Board must approve the budget, and all expenditures must be within the budget. Any major changes in the budget must be approved by the Board or the Executive Committee.
- 4) The fiscal year shall be calendar year.
- 5) Financial reports are required to be submitted to the Board monthly, showing income, expenditures, and pending income, and at the desecration of the Board.
- 6) The mission will not receive any government funding.

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.

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