# BYLAWS OF TRACY INTERFAITH MINISTRIES A CALIFORNIA PUBLIC BENEFIT CORPORATION

# ARTICLE 1 OFFICES

### SECTION 1. PRINCIPAL OFFICE

The principal office of the corporation for the transaction of its business is located in San Joaquin County, California.

#### SECTION 2. CHANGE OF ADDRESS

The county of the corporation's principal office can be changed only by amendment of these bylaws and not otherwise. The board of directors may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these bylaws.

2441 Holly Drive, Tracy, CA 95376	Dated: <u>3/10/05</u>	
	Dated:	25

#### **SECTION 3. OTHER OFFICES**

The corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business, as its business may require and as the board of directors may, from time to time, designate.

### ARTICLE 2 PURPOSES

### SECTION 1. OBJECTIVES AND PURPOSES

The primary objectives of Tracy Interfaith Ministries are those of an interactive group of participating church bodies whose ministry is to the community in need. We have been called forth to give temporary and emergency service to all those who knock on our door in that we may glorify God through this ministry.

The purposes of this organization shall be:

- a) to help the poor and unfortunate with their needs and touch them with God's love;
- b) to provide an opportunity for all concerned persons to live their faith by reaching out to their fellow human beings; and
- c) to demonstrate God's message of love for the poor.

# ARTICLE 3 DIRECTORS

### SECTION 1. NUMBER

Tracy Interfaith Ministries shall consist of member churches from the Tracy community and surrounding areas: The Board of Directors shall consist of one director from each participating church. The Board of Directors shall appoint, as necessary, a Director/Coordinator who will be a non-voting member of the Board of Directors.

#### **SECTION 2. POWERS**

Subject to the provisions of the California Nonprofit Public Benefit Corporation law and any limitations in the articles of incorporation and bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the board of directors.

#### **SECTION 3. DUTIES**

It shall be the duty of the directors to:

- (a) Perform any and all duties imposed on them collectively or individually by law, by the articles of incorporation of this corporation, or by these bylaws;
- (b) Appoint and remove, employ and discharge, and, except as otherwise provided in these bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;
- (c) Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly;
- (d) Meet at such times and places as required by these bylaws;
- (e) Register their addresses with the secretary of the corporation and notices of meetings mailed or telegraphed to them at such addresses shall be valid notices thereof.

### SECTION 4. TERMS OF OFFICE

Each director shall hold office until resignation. Whenever any vacancy shall occur on the board of directors, the member church shall elect a successor to serve for the unexpired term of the director whose place is vacant. In the event that any director is absent from three regular meetings within one calendar year, the director's participating church will be notified and that director's term shall be terminated.

### SECTION 5. COMPENSATION

The Board of Directors shall serve without pay.

### SECTION 6. PLACE OF MEETINGS

Meetings shall be held at the principal office of the corporation unless otherwise provided by the board or at such place within or without the State of California which has been designated from time to time by resolution of the board of directors. In the absence of such designation, any meeting not held at the principal office of the corporation shall be valid only if held on the written consent of all directors given either before or after the meeting and filed with the secretary of the corporation or after all board members have been given written notice of the meeting as hereinafter provided for special meetings of the board.

Any meeting, regular or special, may be held by conference telephone, electronic video screen communication, or other communications equipment. Participation in a meeting through use of conference telephone constitutes presence in person at that meeting so long as all directors participating in the meeting are able to hear one another. Participation in a meeting through use of electronic video screen communication or other communications equipment (other than conference telephone) constitutes presence in person at that meeting if all of the following apply:

- (a) Each director participating in the meeting can communicate with all of the other directors concurrently;
- (b) Each director is provided the means of participating in all matters before the board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the corporation; and
- (c) The corporation adopts and implements some means of verifying 1) that all persons participating in the meeting are directors of the corporation or are otherwise entitled to participate in the meeting, and 2) that all actions of, or votes by, the board are taken and cast only by directors and not by persons who are not directors.

### SECTION 7. REGULAR AND ANNUAL MEETINGS

Regular meetings of directors shall be held once a month.

An Annual Meeting of the members shall be held in conjunction with the first meeting of the board of directors following January 1<sup>st</sup> of each calendar year and shall be at the same time and place as set for such meeting of the board of directors. At the Annual Meeting, members shall elect a chairman of the board of directors, officers of the organization, receive the reports of officers, committees and members, and consider such other business as may properly come before the meeting.

### **SECTION 8. SPECIAL MEETINGS**

Special meetings of the board of directors may be called by the chairperson of the board, the president, the vice president, the secretary, or by any two directors, and such meetings shall be held at the place, within or without the State of California, designated by the person or persons calling the meeting, and in the absence of such designation, at the principal office of the corporation.

### SECTION 9. NOTICE OF MEETINGS

Regular meetings of the board may be held without notice. Special meetings of the board shall be held upon four (4) days' notice by first-class mail or forty-eight (48) hours' notice delivered personally or by telephone, telegraph or electronic mail (e-mail). If sent by mail or telegraph, the notice shall be deemed to be delivered on its deposit in the mails or on its delivery to the telegraph company. Such notices shall be addressed to each director at his or her address as shown on the books of the corporation. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place of the adjourned meeting are fixed at the meeting adjourned and if such adjourned meeting is held no more than twenty-four (24) hours from the time of the original meeting. Notice shall be given of any adjourned regular or special meeting to directors absent from the original meeting if the adjourned meeting is held more than twenty-four (24) hours from the time of the original meeting.

### SECTION 10. CONTENTS OF NOTICE

Notice of meetings not herein dispensed with shall specify the place, day, and hour of the meeting. The purpose of any board meeting need not be specified in the notice.

### SECTION 11. WAIVER OF NOTICE AND CONSENT TO HOLDING MEETINGS

The transactions of any meeting of the board, however called and noticed or wherever held, are as valid as though the meeting had been duly held after proper call and notice, provided a quorum, as hereinafter defined, is present and provided that either before or after the meeting each director not present signs a waiver of notice, a consent to holding the meeting, or an approval of the minutes thereof. All such waivers, consents, or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

### SECTION 12. QUORUM FOR MEETINGS

A quorum shall consist of at least eight directors in attendance. Any action taken by the board of directors at any such meeting consisting of a quorum of at least eight directors shall be taken on a majority vote of the board of directors in attendance.

Except as otherwise provided in these bylaws or in the articles of incorporation of this corporation, or by law, no business shall be considered by the board at any meeting at which a quorum, as hereinafter defined, is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn. However, a majority of the directors present at such meeting may adjourn from time to time until the time fixed for the next regular meeting of the board.

When a meeting is adjourned for lack of a quorum, it shall not be necessary to give any notice of the time and place of the adjourned meeting or of the business to be transacted at such meeting, other than by announcement at the meeting at which the adjournment is taken, except as provided in Section 9 of this Article.

The directors present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of directors from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by law, or the articles of incorporation or bylaws of this corporation.

### **SECTION 13. CONDUCT OF MEETINGS**

Meetings of the board of directors shall be presided over by the chairperson of the board, or, if no such person has been so designated or, in his or her absence, the president of the corporation or, in his or her absence, by the vice president of the corporation or, in the absence of each of these persons, by a chairperson chosen by a majority of the directors present at the meeting. The secretary of the corporation shall act as secretary of all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another person to act as secretary of the meeting.

Meetings shall be governed by Roberts Rules Of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these bylaws, with the articles of incorporation of this corporation, or with provisions of law.

### SECTION 14. ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING

Any action required or permitted to be taken by the board of directors under any provision of law may be taken without a meeting, if all members of the board shall individually or collectively consent in writing to such action. For the purposes of this Section only, "all members of the board" shall not include any "interested director" as defined in Section 5233 of the California Nonprofit Public Benefit Corporation Law. Such written consent or consents shall be filed with the minutes of the proceedings of the board. Such action by written consent shall have the same force and effect as the unanimous vote of the directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the board of directors without a meeting and that the bylaws of this corporation authorize the directors to so act, and such statement shall be prima facie evidence of such authority.

### **SECTION 15. VACANCIES**

Vacancies on the board of directors shall exist (1) on the death, resignation, or removal of any director.

The board of directors may declare vacant the office of a director who has been declared of unsound mind by a final order of court, or convicted of a felony, or been found by a final order or judgment of any court to have breached any duty under Section 5230 and following of the California Nonprofit Public Benefit Corporation Law. In addition, the board of directors may declare vacant the office of a director who has been absent from three regularly scheduled meetings of the board of directors within one calendar year.

Any director may resign effective upon giving written notice to his or her sponsoring church and the chairperson of the board, the president, the secretary, or the board of directors, unless the notice specifies a later time for the effectiveness of such resignation.

Vacancies on the board may be filled by approval of the affected member church and of the board of directors. A person elected to fill a vacancy as provided by this Section shall hold office until the next annual election of the board of directors or until his or her death, resignation, or removal from office.

### SECTION 16. NONLIABILITY OF DIRECTORS

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

# SECTION 17. INDEMNIFICATION BY CORPORATION OF DIRECTORS, OFFICERS, EMPLOYEES, AND OTHER AGENTS

To the extent that a person who is, or was, a director, officer, employee, or other agent of this corporation has been successful on the merits in defense of any civil, criminal, administrative, or investigative proceeding brought to procure a judgment against such person by reason of the fact that he or she is, or was, an agent of the corporation, or has been successful in defense of any claim, issue, or matter, therein, such person shall be indemnified against expenses actually and reasonably incurred by the person in connection with such proceeding.

If such person either settles any such claim or sustains a judgment against him or her, then indemnification against expenses, judgments, fines, settlements, and other amounts reasonably incurred in connection with such proceedings shall be provided by this corporation but only to the extent allowed by, and in accordance with the requirements of, Section 5238 of the California Nonprofit Public Benefit Corporation Law.

### SECTION 18. INSURANCE FOR CORPORATE AGENTS

The board of directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee, or other agent of the corporation) against any liability other than for violating provisions of law relating to self-dealing (Section 5233 of the California Nonprofit Public Benefit Corporation Law) asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of Section 5238 of the California Nonprofit Public Benefit Corporation Law.

### ARTICLE 4 OFFICERS

### SECTION 1. NUMBER OF OFFICERS

The officers of this corporation shall be a president, first vice president, second vice president, secretary, and treasurer. The corporation may also have, as determined by the board of directors, a chairperson of the board, one or more vice presidents, assistant secretaries, assistant treasurers, or other officers. Any number of offices may be held by the same person except that neither the secretary nor the treasurer may serve as the president or chairperson of the board.

### SECTION 2. QUALIFICATION, ELECTION, AND TERM OF OFFICE

Any person may serve as an officer of this corporation. Officers shall be elected by the board of directors, at the Annual Meeting and shall serve for a term of one year until he or she resigns, is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first.

### SECTION 3. SUBORDINATE OFFICERS

The board of directors shall appoint a Director/Coordinator who will direct the functions of the ministry, supervise all staff and volunteers, and report to the board of directors at each board of directors meeting. The Director/Coordinator shall not have a vote at the board of directors meeting. The board of directors may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed from time to time by the board of directors.

# SECTION 4. REMOVAL AND RESIGNATION

Any officer may be removed, either with or without cause, by the board of directors, at any time. Any officer may resign at any time by giving written notice to the board of directors or to the president or secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the board of directors relating to the employment of any officer of the corporation.

### SECTION 5. VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the board of directors. In the event of a vacancy in any office other than that of president, such vacancy may be filled temporarily by appointment by the president until such time as the board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled as the board shall determine.

### SECTION 6. DUTIES OF PRESIDENT

The president shall preside at all meetings and shall perform such other duties as are specifically assigned to such office or which are usually associated with the office as delegated by the board of directors.

# SECTION 7. DUTIES OF FIRST VICE PRESIDENT

The first vice president shall serve in the place of the president whenever the president shall be absent or unable to perform the duties of that office and shall perform such other duties as are specifically assigned to such office as delegated by the president or the board of directors. If the office of president becomes vacant, the first vice president shall serve as Acting President until a successor to the president has been elected.

# SECTION 8. DUTIES OF SECOND VICE PRESIDENT

The second vice president shall be the out-going president and shall preside over board meetings in the absence of the president and first vice president.

### SECTION 9. DUTIES OF SECRETARY

The secretary shall maintain a current roster of members; shall take and keep minutes of all meetings; shall respond to correspondence as appropriate; shall send out notices of all meetings; shall serve as custodian of corporate records and documents and of such other papers as

directed by the board of directors; and shall fulfill other duties usual to the office of secretary or assigned to that office by the president or the board of directors.

### SECTION 10. DUTIES OF TREASURER

The treasurer shall receive and expend all funds and monies of the organization, and maintain any such records thereof as are necessary and essential to the safeguarding and accounting of such funds. The treasurer shall make a report of all receipts and expenditures to the board of directors at each meeting thereof and shall make an annual report in the usually acceptable form to the meeting. The treasurer shall, with the approval of the board of directors, maintain appropriate accounts in a commercial bank and/or savings institution or otherwise invest the funds of the organization in a safe and prudent manner. The treasurer shall be bonded at the discretion of the board of directors.

### **SECTION 11. STAFF**

- (a) The board of directors may employ such other staff as it deems appropriate within the provisions of the budget.
- (b) The board of directors shall specify any tasks and functions to be performed by such staff employees and remuneration for such services, if any. Staff shall be responsible to the Director/Coordinator for the faithful execution and performance of their functions.
- (c) Compensation, fringe benefits, working hours and conditions and other personal concerns shall be determined by the board of directors for any such staff positions.

#### SECTION 12. COMPENSATION

The salaries of the officers, if any, shall be fixed from time to time by resolution of the board of directors, and no officer shall be prevented from receiving such salary by reason of the fact that he or she is also a director of the corporation.

# ARTICLE 5 COMMITTEES

### **SECTION 1. COMMITTEES**

The president, with the approval of the board of directors, may appoint such committees as may be appropriate to carry out the purposes and activities of the corporations.

# ARTICLE 6 EXECUTION OF INSTRUMENTS, DEPOSITS, AND FUNDS

### SECTION 1. EXECUTION OF INSTRUMENTS

The board of directors, except as otherwise provided in these bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have

any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

### **SECTION 2. CHECKS AND NOTES**

Except as otherwise specifically determined by resolution of the board of directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the treasurer and countersigned by the president of the corporation.

### SECTION 3. DEPOSITS

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the board of directors may select.

### **SECTION 4. GIFTS**

The board of directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the charitable or public purposes of this corporation.

# ARTICLE 7 CORPORATE RECORDS, REPORTS, AND SEAL

### SECTION 1. MAINTENANCE OF CORPORATE RECORDS

The corporation shall keep at its principal office in the State of California:

- (a) Minutes of all meetings of directors, committees of the board and, if this corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- (b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- (c) A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;
- (d) A copy of the corporation's articles of incorporation and bylaws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

### SECTION 2. CORPORATE SEAL

The board of directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

### SECTION 3. DIRECTORS' INSPECTION RIGHTS

Every 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 corporation.

### SECTION 4. MEMBERS' INSPECTION RIGHTS

If this corporation has any members, then each and every member shall have the following inspection rights, for a purpose reasonably related to such person's interest as a member:

- (a) To inspect and copy the record of all members' names, addresses, and voting rights, at reasonable times, upon five (5) business days' prior written demand on the corporation, which demand shall state the purpose for which the inspection rights are requested.
- (b) To obtain from the secretary of the corporation, upon written demand and payment of a reasonable charge, an alphabetized list of the names, addresses, and voting rights of those members entitled to vote for the election of directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made available on or before the later of ten (10) business days after the demand is received or after the date specified therein as of which the list is to be compiled.
- (c) To inspect at any reasonable time the books, records, or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the corporation by the member, for a purpose reasonably related to such person's interests as a member.

### SECTION 5. RIGHT TO COPY AND MAKE EXTRACTS

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection includes the right to copy and make extracts.

### SECTION 6. ANNUAL REPORT

The board shall cause an annual report to be furnished not later than one hundred and twenty (120) days after the close of the corporation's fiscal year to all directors of the corporation and, if this corporation has members, to any member who requests it in writing, which report shall contain the following information in appropriate detail:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;
- (c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the fiscal year;
- (d) The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year.

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

#### ARTICLE 8 FISCAL YEAR

### SECTION 1. FISCAL YEAR OF THE CORPORATION

The fiscal year of the corporation shall begin on the 1<sup>st</sup> of July and end on the 30<sup>th</sup> of June in each year.

# ARTICLE 9 BUDGET

Under the direction of the board of directors and the Director/Coordinator, the corporation shall prepare an annual budget to be submitted at the annual meeting of the board of directors for approval.

# ARTICLE 10 AMENDMENT OF BY-LAWS AND DISSOLUTION

#### SECTION 1. AMENDMENT

These By-laws and Articles of Incorporation may be amended by a majority vote of the board of directors present and voting, provided that notice of such proposed amendments shall be included in the notice of the meeting.

#### SECTION 2. DISSOLUTION

- (a) This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- (b) Notwithstanding any other provisions of these By-laws and the Articles of Incorporation, the corporation shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- (c) In the event of the dissolution of this corporation, and after payment of all debts legally due, all assets and property belonging to this organization shall be transferred to another corporation sharing the purposes of this corporation and which is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
- (d) Upon the dissolution of this corporation, 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 the state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the superior court of the county of San Joaquin, exclusively for such purposes or to such organizations or corporations, as said court shall determine, which are organized and operated exclusively for such purposes.

### WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS

1	Lamar Stephenson, Director Weinberg, Director	71
· ·	, Director	
	, Director	
-	, Director	

#### CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the bylaws of the corporation named in the title thereto and that such bylaws were duly adopted by the board of directors of said corporation on the date set forth below.

Dated: 6

ckie Noll, Secretary