

BYLAWS
OF
HIDDEN GEM FAMILY CENTER
ARTICLE ONE-ORGANIZATION

1. The name of the organization shall be Hidden Gem Family Center

2. The organization shall have a seal which shall be in the following form:

HIDDEN GEM FAMILY CENTER
ORGANIZED SEAL-TEXAS

3. The organization may at its pleasure by a vote of the membership body change its name.

ARTICLE TWO-PURPOSES

Hidden Gem Family Center is a nonprofit corporation organized and operated exclusively for purpose of providing services and referrals to victims of crime, families in crisis, and to those in dire need of assistance. We further our purpose under this program by conducting the following services:

We provide Counseling and Support groups to those who have been a victim of a violent crime, as well as assisting them through the judicial process. We assist with a tutoring program, job skills training, filling out job applications. We offer GED programming in a Partnership with Central Texas College and local

Independent School District.

We also provide programs to young moms as well as Young Adults.

ARTICLE THREE-MEMBERSHIP

This organization will not have membership. The organization shall be open to all persons able to use their time and services as a volunteer without gender, social, racial, political or religious discrimination.

ARTICLE FOUR-MEETING

Meetings with volunteers for this organization shall be held on the first Tuesday of each month and every year except is such day is a legal holiday in which case the Board of Directors shall fix the day but it shall not be more than two weeks from the date fixed by these bylaws. The Secretary will draft a notice to every member at his or her email address as it appears on the roll Book of this organization a notice telling the time and place of such meeting.

Regular meeting of this organization will be held: On the First Tuesday of the month.

The presence of not less than four (4) members will constitute a quorum and will be necessary to conduct the business of this organization; but a lesser number may adjourn the meeting for a period of not more than two (2) weeks from the date scheduled by these bylaws and the Secretary will draft a notice of this scheduled

meeting to be sent to all those who were not present at the meeting originally called. A quorum as herein before set forth will be required at any adjourned meeting.

Special meetings of this organization may be called by the President when he/she deems it for the best interest of the organization. Notices of such meeting will be emailed to all members at their email addresses as they appear in the roll book at the least but not more than five (5) days before the scheduled date set for such special meeting. Such notice will state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom called.

At the request of three (3) members of the Board of Directors, the President shall request a special meeting to be called but such request must be made in writing at least fifteen (15) days before the requested scheduled date.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

ARTICLE FIVE – VOTING

At all meetings, except for the election of officers and directors, all votes shall be viva voce, except that the election of officers ballots shall be provided and there shall not appear any place on such ballot any mark or marking that might tend to indicate the person who cast such ballot.

At any regular or special meeting if a majority so required any questions may be voted upon in the manner and style provided for election of Officers and Directors.

At all votes by ballot the Chairman of such meeting shall immediately, prior to the commencement of balloting, appoint a committee of three (3) who shall act as “Inspectors of election” and who shall at the conclusion of such balloting certify in writing to the Chairperson the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.

No inspector of election shall be a candidate for office or shall be personally interested in the questions voted upon.

ARTICLE SIX – ORDER OF BUSINESS

1. Roll Call
2. Reading of the minutes of the proceeding meeting
3. Reports of committees
4. Report of officers
5. Old or unfinished business
6. New business
7. Good and welfare
8. Adjournments

ARTICLE SEVEN – BOARD OF DIRECTORS

This business of this organization shall be managed by a Board of Directors consisting of six (6) members.

The Directors to be chosen for the ensuing year shall be chosen at the annual meeting of the organization. Such Board of Directors shall act in name of the organization when it shall be regularly convened by its chairmen after due notices to all the directors of such meeting. Three (3) of the members of the Board of Directors shall constitute a quorum and the meeting of the Board of shall be held regularly on the first Tuesday of each month. Each Director shall have one vote and the Board of Directors may make such rules and regulations covering its meeting as it may in its discretion determine necessary.

Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining member of the Board of Directors for the balance of the year. The President of the organization by virtue of the office shall be Chairperson of the Board of Directors. The Board of Directors shall select from one of the number a Secretary. A Director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any Director. A Director may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules as it may in its discretion consider necessary for the best interest of the organization, for this hearing.

ARTICLE EIGHT – OFFICERS

The officers of the organization shall be as follows:

President:

Vice President:

Secretary:

Treasurer:

The President shall preside at all meetings, by virtue of the office be Chairperson of the Board of Directors, present at each annual meeting of the organization an annual report of the work of the organization, appoint all committees, temporary or permanent, see that all books, reports, and certificates as required by law are properly kept or filed, be one of the officers who may sign the checks or drafts of the organization, and have such powers as may be reasonably constructed as belonging to the chief executive of any organization.

The Vice President shall in the event of the absence or inability of the President to exercise his or her office become acting President of the organization with all the rights, privileges, and powers as if he or she had been duly elected President.

The Secretary shall keep the minutes and records of the organization in appropriate books, file any certificates required by any statute, federal or state, give and serve all notices to members of the organization, be the official custodian of the records and seal of the organization, be one of the officers required to sign the checks and drafts of the organization, present the membership at any meeting any communication addressed to the secretary of the organization, submit to the Board of Directors any communications which shall be addressed to the Secretary of the organization, attend to all correspondence of the organization and exercise all duties incident to the office of the Secretary.

The Treasurer shall have the care and custody of all monies belonging to the organization, be solely responsible for such monies or securities of the organization and be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it necessary for the Treasurer to sign the checks issued upon it.

The Treasurer shall render at stated periods as the Board of Directors shall determine, a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting and shall exercise all duties incident to the office of the Treasurer.

Office shall by virtue of their office be members of the Board of Directors.

No office or Director shall for reason of the office be entitled to receive any salary or compensation, but nothing herein shall be constructed to prevent an officer or Director for receiving any compensation from the organization for duties other than as a Director or Officer.

ARTICLE TEN - COMMITTEES

The Board of Directors shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary in the conduct of the business of the organization.

All committees of this organization shall be appointed by the Board of Directors and their term of office shall be for a period of one (1) year or less if sooner terminated by the action of the committee member.

ARTICLE ELEVEN – DUES

There will be no dues for this organization.

ARTICLE TWELVE – AMENDMENTS

These bylaws may be altered amended, repealed, or added to by an affirmative vote of not less than three (3) members.

