

Bylaws of Cathedral High School Chapter of Habitat for Humanity

Preamble

Habitat for Humanity International, Inc., a Georgia nonprofit corporation, is an ecumenical Christian housing organization that seeks to eliminate poverty housing from the world and to make decent shelter a matter of conscience and action. Habitat invites people from all walks of life to work together in partnership to help build houses with families in need.

The Cathedral High School Campus Chapter has been established to assist Habitat by working with any local affiliate or with Habitat's international headquarters in order to demonstrate the love and teachings of Jesus Christ.

- A. By working in cooperation with God's people in need to create a better human habitat in which to live and work.
- B. By working in cooperation with other agencies and groups which have a kindred purpose.
- C. Through living acts and the spoken and written word.
- D. By enabling an expanding number of persons from all walks of life to participate in this ministry.

Article I: Membership

Section 1 – Eligibility

Any student, faculty member, administrator or staff person of Cathedral High School shall be eligible to become a member of the chapter.

Section 2 – Dues

Membership dues for the chapter shall be \$2.00 per term. In lieu of due, students shall commit to assisting Habitat for Humanity projects and service a minimum of two hours each month.

Section 3 – Meetings

The chapter shall hold a meeting of its members at least once a month during the school term. The chapter shall provide notice of such meetings by announcement.

Section 4 – Attendance

To be considered a member one must attend two meetings and one work day a school year.

Article II: Board of Directors

Section 1 – General Powers

Except as otherwise provided herein, all chapter activities shall be exercised by or under the authority of the Board of Directors, and the affairs of the chapter shall be managed under the direction of the board. The directors of the chapter shall in all cases act as a board and may adopt such rules and regulations for the conduct of their meetings and the management of the chapter as they deem proper, but not inconsistent with these Bylaws, the covenant agreement entered into between Habitat and the chapter, the Articles of Association, the rules and regulations of Cathedral High School, and the laws of the State of Indiana.

Section 2 – Number, Tenure and Qualifications

The Board of Directors shall include one president and two or more vice presidents, secretary, treasurer, building coordinator, fund-raising chairperson, and education chairperson. Of the fourteen members of the board, thirteen shall be students and one shall be a faculty member and/or administrators and staff. Each director shall hold office for a term of one year and until a successor shall have been duly elected and qualified. A director shall assume office and be deemed duly elected and qualified for purposes of these Bylaws upon the adjournment of the meeting during which the director was elected, unless a later date is specified. In order to be elected to the board, a director must be a member of the chapter.

Section 3 – Election

The board shall be self-perpetuating and a new board shall be those individuals named in the Articles of Association. Thereafter, a director shall be elected to the board by discernment.

Section 4 – Removal and Resignation

Any director may be removed, with or without cause, by a two-thirds vote of the duly elected and qualified directors of the chapter. Any director who is absent from three consecutive regular meetings of the board shall be removed from the board, unless there exists a legitimate reason for the absences as determined by a two-thirds vote of the duly elected and qualified directors of the chapter.

A director may resign at any time by giving written notice to the board, or to the president or secretary of the chapter. Unless otherwise specified in the notice, the resignation shall take effect upon receipt by the board or such officer, and the acceptance by the board of the resignation shall not be necessary to make it effective. If a resignation is made effective at a later date, the board may fill the vacancy before the effective date if the board provides that the successor does not take office until the effective date of the resignation.

Section 5 – Vacancies

Upon a vacancy created by the death, removal, resignation or incapacity of any director, a vote of the majority of the remaining duly elected and qualified directors of the chapter shall be necessary to fill such vacancy. A director elected to fill such a vacancy shall be elected to hold office for the unexpired term of his or her predecessor.

Section 6 – Regular Meetings

The board shall meet at least monthly. The Annual Meeting shall be held in September at a place, time and date which shall be fixed by the board.

Section 7 – Special Meetings

Special meetings of the board may be called by the president or any board directors. The person or persons authorized to call special meetings of the board may fix any date, time and place for holding the special meeting called by them. Written notice of any special meeting of the board shall be given at least seventy-two (72) hours prior to the special meeting and shall provide the date, time, and place of the special meeting.

If the purpose of the special meeting is to remove a director or to dissolve, merge or otherwise reorganize the chapter, the written notice shall so state. The written notice shall be delivered personally or mailed to each director. The attendance of a director at a special meeting shall constitute a waiver of notice of such, except when a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 8 – Quorum

A quorum for the transaction of business at any regular or special meeting of the board shall consist of at least one-half (1/2) of the duly elected and qualified directors of the chapter. If less than a quorum is present at a regular or special meeting, then a majority of the directors present may adjourn the meeting from time to time.

Section 9 – Manner of Acting

The act of a majority of the directors present at a meeting in which a quorum is present shall be the act of directors, unless the concurrence of a greater proportion is required for such action by these Bylaws, the Covenant, the Articles of Association or the rules and regulations of Cathedral High School or any governmental authority.

Section 10 – Presumption of Assent

A director who is present at a regular or special meeting of the board at which action on any chapter matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent with such person action as the secretary of the meeting before the adjournment of such meeting or shall forward such written dissent by registered mail to the secretary of the chapter immediately after the adjournment of the meeting. Such right of dissent shall not apply to a director who voted in favor of such action

Section 11 – Written Consent

Any action required or permitted to be taken at any meeting of the board may be taken without a meeting, if a written consent to such action is signed by all the duly elected and qualified directors of the chapter and such written consent is filed with the minutes of the proceedings of the board. Such written consent may be executed in multiple counterparts.

Article III: Committees of the Board

Section 1 – Committees, Meetings and Action

The board shall have standing and ad hoc committees. The standing committees of the board shall include the

following: Fund-raising, Building and Education. Other standing committees may be created from time to time. Ad hoc committees may be appointed by the president with the board's approval and shall be for one year's duration unless otherwise fixed.

The standing committees shall meet upon the call of the committee chair who shall provide members of the committee with at least forty-eight (48) hours prior written notice of the date, time, place and purpose of the meeting. The chair shall ensure that the discussions and actions of the committee are properly recorded and promptly distributed to its members and to members of the board. Each chair shall ensure that the committee is thoroughly familiar with the policies, procedures and functions appropriate to the committee members and to members of the board, and shall oversee the proper administration and implementation of its policies and programs. The committees may take action according to any manner the board is permitted to use under the Bylaws.

To the extent specified by a resolution of the board or in these Bylaws, each committee of the board may exercise the authority of the board under Section 1 of these Bylaws. A committee, however, may not authorize distributions other than in the ordinary course of business of the chapter; approve or recommend dissolution, merger or the sale, pledge, or transfer of all or substantially all of the assets of the chapter; elect, appoint or remove directors or fill vacancies on the board or any of its committees; or adopt, amend or repeal the Bylaws of the chapter.

Section 2 – Appointment, Tenure and Qualifications

The president shall appoint the chairs of all standing committees at the Annual Meeting of the board. These appointments shall be for terms of one (1) year and shall be ratified by the board.

Section 3 – Fund-raising Committee

The Fund-raising Committee is responsible for the fund-raising programs of the chapter and other volunteer activities provided to local affiliates of Habitat and other sponsored projects of Habitat. The Committee assumes primary responsibility for developing and ensuring that there is proper implementation and administration of the chapter's fund-raising programs and other volunteer activities. The committee will have the power to create new fund-raising projects and to organize volunteers to carry them out.

Section 4 – Building Committee

The Building Committee is responsible for planning and implementing volunteer building opportunities for members of the chapter with the local affiliate, non-local affiliates and sponsored projects of Habitat. The committee assumes primary responsibility for coordinating all building activities, including scheduling volunteers, transportation and all other related tasks.

Section 5 – Education Committee

The education committee is responsible for public relations and for the publicity of all chapter activities. The committee assumes primary responsibility for recruiting new members, notifying members of upcoming chapter activities and educating the chapter members, the campus and the local community about Habitat and the need for affordable housing in certain areas.

Article IV: Officers

Section 1 – Number

The officers of the chapter shall be a president, vice president, secretary and treasurer, each of whom shall be members of the board at the time of their election and service. All officers shall be enrolled as either full-time or part-time students at Cathedral High School. Officers may be re-elected. Any two officers may be held by the same person except those of president and secretary.

Section 2 – Election and Tenure

The officers shall be elected by a majority of the members of the chapter during the Annual Meeting. Each officer shall hold office for one (1) year or until a successor shall have been duly elected and qualified for purposes of these Bylaws upon the adjournment of the meeting during which the officer was elected, unless a later date is specified. Officers shall be elected as all other board members (Article II Section 3).

Section 3 – Removal

Any officer or agent of the board or the chapter may be removed by the board whenever, in the judgment of the board, the best interests of the chapter will be served thereby.

Section 4 – Vacancies

A vacancy in any office may be filled by the board for the unexpired portion of the term.

Section 5 – President

The president of the chapter shall also be the chairperson of the board and shall preside at all meetings of the board and of the chapter meetings. The president shall be an ex officio member of all committees of the board. The president shall have general supervision over the affairs, the officers and the agents of the chapter.

Section 6 – Vice President

In the absence of the president or in the event of a vacancy in the office of president, the vice president shall perform the duties incident to the office of the president, and when so action shall have all of the powers of and be subject to all the restrictions upon the president. The vice president shall have such powers and perform such duties as may be prescribed by the board or by the president.

Section 7 – Secretary

The secretary shall be responsible for preparing, recording and maintaining the official minutes of the proceedings of the board and of the members; for authenticating or certifying the records of the chapter; for maintaining an official roster of the membership; and for ensuring that all notices are duly given by the college or by any applicable governmental law, rule or regulation.

The secretary shall be custodian of the records of the chapter. The secretary shall have, in general, all the powers and perform all the duties incident to the office of the secretary and such other duties as may, from time to time, be prescribed by the board or the president such as the distribution of the Campus Chapters and Youth Programs

newsletter and the completion of the Annual Report.

Section 8 – Treasurer

The treasurer shall have general charge of the financial affairs of the chapter and shall have, in general, all the powers and perform all the duties incident to the office of treasurer and such other duties as may, from time to time, be prescribed by the board or the president. The treasurer shall have charge and custody of and be responsible for maintaining the proper financial records of the chapter; provide for the safekeeping of the funds and other property of the chapter; receive monies due and payable to the chapter; deposit all such monies in the name of the chapter in such banks, trust companies and other depositories as selected by the chapter; and distribute funds authorized to be paid by the chapter.

Section 9 – Other Officers

Such other officers as may be elected or appointed by the board shall have such powers and perform such duties as the board may prescribe from time to time.

Section 10 – Special Appointments

In the absence or incapacity of any officer, or in the event of a vacancy in any office, the board may designate any person to fill any such office pro tempore or for any particular purpose.

Article V: Chapter Adviser

The chapter shall have one chapter adviser who is a faculty or staff member of the school and who shall be appointed and approved unanimously by the board.

The chapter adviser shall support the existence of the chapter as a representative of the school, be a consistent contact for the chapter with the ability to identify active members, have a general idea about chapter events and activities, and be available to give advice.

Article VI: Fiscal Policies

Section 1 – Receipt of Funds and Revenues

All funds received as gifts (whether designated or undesignated), contributions or grants from individuals, private or public corporations or foundations shall be deposited in appropriate banking accounts maintained by the chapter and dispersed in accordance with the policies and procedures determined by the board in accordance with these Bylaws, the Covenant, the Articles of Association, the rules and regulations of the high school and all applicable governmental laws, rules and regulations, including Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code").

Section 2 – Fiscal Year

The fiscal year of the chapter shall begin on July 1 of each year and end on the following June 30.

Section 3 – Checks, Drafts, Etc.

All checks, drafts and other orders of the payment of money notes or other evidences of indebtedness issued in the name of the chapter, shall be signed by officers or designated agents of the chapters in accordance with the policies and procedures as shall, from time to time, be determined by resolution of the board.

Article VII: Amendment

The board shall have the power to alter, amend or repeal these Bylaws, or adopt new Bylaws by a two-thirds (2/3) vote of the duly elected and qualified directors of the chapter, provided that the Bylaws at no time shall contain any provisions inconsistent with the Covenant, the Articles of Association, the rules and regulations of the high school and any applicable governmental law, rule or regulation, including Section 501(c)(3) or the Code.