

BYLAWS
OF
Wichita County Action Network (WeCAN)

As Adopted
May 15, 2017

ARTICLE I

NAME AND PURPOSES

Section 1.01 Name:

The name of the organization is the Wichita County Action Network (WeCAN), sometimes referred to herein as the “Corporation”.

Section 1.02 Purpose: The Corporation is organized for those purposes set out in its Certificate of Formation. Such purposes include the following:

- (a) The Corporation is organized for this purpose: improving the lives of low to moderate income Texas families by building power through education and leadership training within the meaning of section 501(c)(3) of the Internal Revenue Code, including but not limited to: improving the lives of those who live and work in Wichita County of Texas and surrounding counties, promote social welfare; conducting educational and outreach activities for low to moderate income families to assist them in working collectively to combat community deterioration and eliminating discrimination, improve public schools, neighborhood infrastructure, job security, and health care, and participating in any other activities reasonably necessary to carry out such purposes.
- (b) This corporation is not organized for profit, and no part of the net earnings of this corporation shall inure to the benefit of any member of the Board of Directors or any other individual except that this corporation may make payments of reasonable compensation for services rendered.
- (c) The corporation shall not participate in any political campaign on behalf of, or in opposition to a candidate for public office to an extent that would disqualify it from tax exemption under 501(c)(3) of the Internal Revenue Code.
- (d) The corporation shall never be operated for the primary purpose of a trade or business for profit.

- (e) Notwithstanding any provision of these Bylaws, this corporation shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE II

AUTHORITY AND DUTIES OF DIRECTORS

Section 2.01 Authority of Directors: The Board of Directors ("the Board") is the policy-making body and may exercise all the powers and authority granted to the Corporation by law. The Board shall oversee the Corporation's operations.

Section 2.02 Number of Directors: The Board shall consist of no more than twenty (20) nor fewer than five (5) Directors. The number of Directors may be increased or decreased from time to time by Board resolution or amendment to these bylaws; however, a change in the number of Directors shall not remove a Director from his or her position as a Director prior to the expiration of his or her term of office. At all times, the majority of the members of the Board of Directors shall be appointed by Resolution of the Board of Directors of the Wichita County Action Network (WeCAN).

Section 2.03 Election and Term of Directors:

- (a) The initial members of the Board of Directors (the "Directors") of the Corporation shall consist of those persons named in the Articles of Incorporation filed with the Secretary of State of the State of Texas. At the first meeting of the Directors those individuals will be divided into two classes; one being the Class of 2018 whose terms will expire at the conclusion of the annual meeting of the Directors in 2018 and the other being the Class of 2019 whose terms will expire at the conclusion of the annual meeting of the Directors in 2019. This assignment shall be by drawing or such other means as may be approved by the Directors at such first meeting. Beginning with the annual meeting of the Directors held in 2018 and at each annual meeting of the Directors thereafter, the positions of those Directors whose term expires in that particular year will be filled by vote of the existing Directors. Except for those Directors constituting the Class of 2018, all Directors shall serve for a term of two years. Any additional Directors appointed shall be assigned a class at the time of their appointment. Unless otherwise agreed by the Directors at the time of such appointment, the Board will endeavor to maintain an equal number of

Directors in each class, to the extent possible. Directors may serve consecutive terms.

- (b) The Board shall set the number of Directors to be elected at each Annual Meeting, so long as the total number of Directors does not exceed twenty (20). The majority of the Directors of the Corporation shall be appointed by Resolution of the Board of Directors of the Corporation. The remaining members of the Board of the Corporation may be appointed by the Board of the Corporation. In making such appointments, the Corporation may obtain the advice of the Corporation's Board, its members, or the members of the Corporation itself.

Section 2.04 Resignation and Removal: Resignations are effective upon receipt by the Secretary (or receipt by the President or other officer if the Secretary is resigning) of written notification or a later date if provided in the written notification. One or more Directors may be removed at a meeting called for that purpose, with or without cause, by majority vote of the entire Board.

Section 2.05 Vacancies: Vacancies existing by reason of resignation, death, incapacity, or removal before the expiration of a term may be filled by the Board. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office and until his or her successor is elected and qualified.

Section 2.06 Meetings: The Board shall hold at least (1) regular meeting annually, which shall be known as the Annual Meeting, and two (2) other regular in-person meetings, evenly spaced and with a majority of Directors attending, per calendar year. One of these meetings may be replaced by a conference call. Special meetings may be called by any two Directors with telephone or written notice, including notice by electronic mail. Seventy-two hour notice of any meeting shall state the date, time, and place of such meeting. If a Director fails to attend three consecutive meetings of the Board, the Board shall evaluate the Director's contribution to the work of the Corporation, his or her reasons for not attending the meetings, as well as any other relevant factors, and if it appears to be in the best interest of the Corporation, may declare the position vacant.

Section 2.07 Waivers of Notice: Whenever notice is required to be given to any Director under any provision of law, the Articles of Incorporation, or these Bylaws, a waiver in writing signed by the Director entitled to such notice, whether before or after the time stated therein, shall be the equivalent to the giving of such notice. The presence of any Director at a meeting, in person or by conference telephone, without objection to the lack of notice of the meeting, shall also waive notice by such Director.

Section 2.08 Quorum and Voting: Unless a greater proportion is required by law, a quorum shall consist of a majority of the total number of Board members in

office. All decisions will be by majority vote of those present at a meeting at which a quorum is present.

Section 2.09 Action Without a Meeting: Any action required or permitted to be taken at a meeting of the Board (including amendment of these Bylaws or the Articles of Incorporation) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 2.10 Participation in Meeting by Conference Telephone: Any or all members of the Board may participate in a meeting by conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another, and such participation shall constitute presence in person at the meeting.

Section 2.11 Compensation of Directors: Directors shall not be compensated for serving on the Board, but the Corporation may reimburse Directors for documented reasonable expenses incurred in the performance of their duties to the Corporation. In addition, Directors who also serve as employees of the Corporation may be compensated for their service as employees. A compensated person serving on the Board shall not serve as the Chair (if any) or Treasurer.

ARTICLE III

COMMITTEES

Section 3.01 Composition: The Board may designate committees and appoint committee members. Committees shall consist of at least two (2) individuals. Those committees which exercise the authority of the Board shall consist only of Directors. An Executive Committee established under this paragraph, having and exercising the full power of the Board, must consist of a minimum of five (5) Directors.

Section 3.02 Procedures & Authority: For both types of committees, the Board may make provisions for appointment of the Chair, establish procedures to govern their activities, and delegate authority as may be necessary or desirable for the efficient management of the property, affairs, business, and/or activities of the Corporation.

Section 3.03 Non-delegation of Fiduciary Duty: The designation and appointment of any such committee and the delegation thereto of authority shall not operate to

relieve the Board of Directors, or any individual Director, of any responsibility imposed upon it or him or her by law.

ARTICLE IV

MEMBERS

The Corporation will not have members.

ARTICLE V

AUTHORITY AND DUTIES OF OFFICERS, AGENTS, AND EMPLOYEES

Section 5.01 Officers: The officers of the Corporation shall be a President, a Vice President, a Secretary, a Treasurer, and such other officers as the Board may designate. Two (2) or more offices may be held by the same person, except the offices of Secretary and President.

Section 5.02 Election of Officers - Terms of Office: The President, the Vice President, the Secretary, the Treasurer and other officers, shall serve 2-year terms, and shall be elected by the Board at its Annual Meeting in each year. The terms of office shall expire at the next succeeding Annual Meeting and shall be filled by the Board, at a meeting or by action in writing pursuant to Section 2.09 for a term expiring at the next succeeding Annual Meeting. Officers shall be eligible for reelection.

Section 5.03 Powers and Duties of Officers: Subject to the control of the Board of Directors, all officers shall have such authority and shall perform such duties as may be provided in these Bylaws or by resolution of the Board.

- (a) President: The President shall preside at all meetings of the Board of Directors, shall perform all duties customary to that office, and shall supervise and control all of the affairs of the Corporation in accordance with the policies and directives approved by the Board of Directors.
- (b) Vice President: In the absence of the President or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President and shall have all of the powers of and be subject to all restrictions upon the President. The Vice President shall perform such other duties and have such other powers as the Board of Directors may

from time to time prescribe by resolution or as the President may from time to time provide, subject to the powers and supervision of the Board of Directors.

- (c) Secretary: The Secretary shall be responsible for the keeping of an accurate record of the proceedings of all meetings of the Board of Directors, shall give or cause to be given all notices in accordance with these Bylaws or as required by law, and in general shall perform all duties customary to the office of Secretary.
- (d) Treasurer: The Treasurer shall be responsible for all funds and securities of WeCAN. He or she shall keep or cause to be kept complete and accurate accounts of receipts and disbursements of WeCAN and shall deposit all monies and other valuable property of WeCAN in the name and to the credit of WeCAN in such banks or depositories as the Board of Directors may designate. Whenever required by the Board of Directors, the Treasurer shall render a statement of accounts. He or she shall at all reasonable times exhibit the books and accounts to any officer or Director of WeCAN and shall perform all other duties incident to the office of Treasurer, subject to the supervision of the Board.

Section 5.04 Resignation: Resignations are effective upon receipt by the Secretary (or receipt by the President or other officer if the Secretary is resigning) of written notification or a later date if provided in the written notification.

Section 5.05 Removal: One or more officers may be removed by the Board at a meeting called for that purpose, with or without cause.

Section 5.06 Vacancies: Vacancies existing by reason of resignation, death, incapacity, or removal before the expiration of a term may be filled by the Board for the remainder of the unexpired term.

Section 5.07 Lead Organizer: The Board of Directors may hire a Lead Organizer of WeCAN. Unless a contract, these bylaws, or a law provide otherwise, the Board may remove such Organizer at any time with cause at a meeting called for that purpose. A resolution to remove the Lead Organizer requires the vote of three-quarters of the total membership of the Board of Directors. The Lead Organizer shall have general and active management of the programs and affairs of the Corporation and shall see that all orders and resolutions of the Board are carried into effect. The Lead Organizer shall perform such other duties and have such other authority and powers as the Board of Directors of WeCAN may from time to time prescribe.

ARTICLE VI

INDEMNIFICATION

Section 6.01 Definitions:

"Matter" shall mean any actual or threatened civil, criminal, or administrative action, arbitration proceeding, claim, suit, proceeding, or appeals therefrom, or any criminal, administrative, or congressional (or other body's) investigation, hearing, or other proceeding.

"Eligible Person" shall mean any person who at any time was or is a Director, a member of any committee or subcommittee, an officer, an agent, an employee, or a volunteer of WeCAN.

Section 6.02 Right to Indemnification: Any Eligible Person made a party to or respondent in a Matter by reason of his or her position with or service to WeCAN shall, to the fullest extent permitted by law, be indemnified by WeCAN against all liabilities and all expenses reasonably incurred by him or her arising out of or in connection with such Matter, except in relation to Matters as to which (i) the Eligible Person failed to act in good faith and for a purpose which he or she reasonably believed to be in the best interests of WeCAN, (ii) in the case of a criminal Matter, the person had reasonable cause to believe that his or her conduct was unlawful, or (iii) the person shall be adjudged to be liable for misconduct or negligence in the performance of a duty.

Section 6.03 Limitation on Right of Indemnification: Except where an Eligible Person has been successful on the merits with respect to such Matter, any indemnification hereunder shall be made only after (i) the Board (acting by a quorum consisting of Directors who were not involved in such Matter) determines that the Eligible Person met the applicable indemnification standard set forth in Section 6.02 above; or (ii) in the absence of a quorum, a finding is rendered in a written opinion by independent legal counsel that the person or persons met the applicable indemnification standard set forth in paragraph Section 6.02 above.

Section 6.04 Other Rights: The right of indemnification provided hereunder shall not be deemed exclusive of any other right to which any person may be entitled in addition to the indemnification provided hereunder. This indemnification shall in the case of the death of the person entitled to indemnification inure to the benefit of his or her heirs, executors or other lawful representative.

Section 6.05 Interim Indemnification: WeCAN shall, with respect to a Matter described in Section 6.02, advance attorney's fees as interim indemnification to any Eligible Person if the following conditions are satisfied: (i)(a) the Board (acting by a quorum consisting of Directors who are not involved in such

litigation) determines that the Eligible Person is likely to meet the applicable indemnification standard set forth in Section 6.02 above, or (b) in the absence of such a quorum, a finding is rendered in a written opinion by independent legal counsel that the Eligible Person is likely to meet the applicable indemnification standard set forth in Section 6.02 above; and (ii) the Eligible Person (a) requests interim indemnification, (b) agrees to repay the interim indemnification promptly upon a determination unfavorable to him or her under Section 6.03, and (c) deposits a bond or equivalent security.

Section 6.06 Insurance: The Board may authorize the purchase of and maintain insurance on behalf of any Eligible Person against any liability asserted against or incurred by him/her which arises out of such person's status in such capacity or out of acts taken in such capacity, whether or not WeCAN would have the power to indemnify the person against that liability under law.

ARTICLE VII

FINANCIAL ADMINISTRATION

Section 7.01 Fiscal Year: The fiscal year of WeCAN shall be January 1 to December 31 but may be changed by resolution of the Board.

Section 7.02 Checks, Drafts, and Contracts: The Board of Directors shall determine who shall be authorized from time to time on WeCAN's behalf to sign checks, drafts, or other orders for payment of money; to sign acceptances, notes, or other instruments of indebtedness; to enter into contracts; or to execute and deliver other documents and instruments. All checks must have two signatories unless the Board of Directors otherwise agrees.

Section 7.03 Annual Financial Statements: Unless the Board of Directors otherwise agrees, a complete financial statement prepared in conformity with generally accepted accounting principles (GAAP), accompanied by a report of an independent certified public accountant, shall be presented to and reviewed by the Board of Directors after the close of each fiscal year. Financial statements should include: (i) significant categories of contributions and other income; (ii) expenses reported in categories corresponding to the description of major programs and activities contained in WeCAN's annual report, solicitations and other informational materials; (iii) a detailed schedule of expenses by natural classification (e.g., salaries, employee benefits, occupancy, postage, etc.), representing the natural expenses incurred for each major program and supporting activity; (iv) accurate presentation of all fund-raising and administrative costs; and (v) total costs and the basis for allocating any fund-raising or other expenses

associated with multi-purpose activities (e.g., fund raising combined with social advocacy or civic education campaigns).

ARTICLE VIII

CONFLICTS OF INTEREST

Section 8.01 Purpose: The purpose of the conflict of interest policy is to protect WeCAN's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of WeCAN or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable corporations.

Section 8.02 Definitions:

"Interested Person": Any Director, principal officer, or member of a committee with Board delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

"Financial Interest": A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- (a) An ownership or investment interest in any entity with which WeCAN has a transaction or arrangement;
- (b) A compensation arrangement with WeCAN or with any entity or individual with which WeCAN has a transaction or arrangement; or
- (c) Is considering an ownership or investment interest in, or compensation arrangement with, any entity or individual with which WeCAN is negotiating a transaction or arrangement.

"Compensation": Direct and indirect remuneration, including gifts or favors that are not insubstantial.

"Conflict of Interest": A conflict between the personal or financial interests and the official or professional responsibilities of a person in a position of trust; however, a financial interest is not necessarily a conflict of interest. Under Section 8.03 (b), a person who has a financial interest may have a conflict of interest only if the appropriate Board or committee decides that a conflict of interest exists.

Section 8.03 Procedures:

- (a) **Duty to Disclose:** If an actual or possible conflict of interest arises, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Directors and members of committees considering the proposed transaction or arrangement.
- (b) **Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.
- (c) **Procedures for Addressing the Conflict of Interest:**
 - (i) An interested person may make a presentation at the Board or committee meeting, but after the presentation he or she shall leave the meeting during the discussion of and the vote on the transaction or arrangement involving the possible conflict of interest.
 - (ii) The Chair or President of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - (iii) After exercising due diligence, the Board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - (iv) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested Directors or committee members whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- (d) **Violations of the Conflicts of Interest Policy:**
 - (i) If the Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(ii) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 8.04 Records of Proceedings: The minutes of the Board and all committees with Board delegated powers shall contain:

- (a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed
- (b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 8.05 Compensation:

- (a) A member of the Board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to his/her compensation.
- (b) A member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to his/her compensation.
- (c) Any member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, may provide information to any committee regarding compensation.

Section 8.06 Annual Statements: Each Director, principal officer and member of a committee with Board delegated powers shall annually sign a statement that affirms such person:

- (a) Has received a copy of the conflicts of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and

- (d) Understands that in order to maintain its federal tax exemption the Corporation must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Section 8.07 Periodic Reviews: To ensure the Corporation avoids private inurement, impermissible private benefit, and excess benefit transactions, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information; and
- (b) Whether partnerships, joint ventures, and arrangements with management Corporations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in 4n excess benefit, transaction.

Section 8.08 Use of Outside Experts: When conducting the periodic reviews as provided for in Section 8.07, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE IX

RECORDS

Section 9.01 Recordkeeping: The Secretary or his or her designee shall keep or cause to be kept adequate minutes of all Board or committee meetings reflecting at a minimum the names of those in attendance, any resolutions passed and the outcomes of any votes taken.

Section 9.02 Public Disclosure-. After receiving IRS recognition of its 501(c)(3) status, WeCAN shall keep available for public inspection at its principal place of business and any branch office copies of the Form 1023 (exemption application) as filed and any Form 990 (information tax return) filed within the past three years. Names and identifying information of contributors shall be redacted from publicly available copies. In addition, as required by the tax code and regulations, WeCAN shall either (1) make such materials widely available to the public, such as by posting on the Internet, or (ii) provide copies of the materials to any member of the public making a request in person during normal business hours or in writing. This public disclosure obligation shall be no broader than required by law

and shall not apply, for example, if WeCAN is the target of a campaign of harassment.

Section 9.03 Public Annual Reports: An annually updated written account of WeCAN's purposes, structure, programs, and financial condition shall be published and made publicly available. The annual report shall contain: a description of WeCAN's purpose(s); descriptions of its overall programs, activities, and accomplishments; a statement of its eligibility to receive deductible contributions; information about the governing body and structure; and the audited financial statements or, at a minimum, a comprehensive financial summary that reflects all revenue, reports expenses by program, management, and fund-raising categories, and reports year-end balances.

ARTICLE X

AMENDMENT OF BYLAWS

Section 10.0/ Amendments: These Bylaws may be amended by a majority vote of the entire Board, provided seven (7) days prior notice is given of the proposed amendment or provided all members of the Board waive such notice, or by unanimous consent in writing without a meeting pursuant to Section 2.09. Any provision of these Bylaws requiring the vote of greater than the majority vote of the entire Board may only be amended by a vote of the same proportion of the Board as required to take that action.

Approved

Date

(Signature) Secretary