

Friends of Little House

Purpose:

Friends of Little House exist to create and facilitate a safe environment of recovery for individuals with chemical dependency issues and/or addictive personalities, through attendance to 12 step oriented meetings, social events and recovery related literature.

By-Laws:

1. Voting cannot be made unless there is a quorum (50%) of the acting Executive Board.
2. New By-Laws may be created by a motion and a simple majority vote of the attending Executive Board.
3. Current By-Laws may be amended by a motion and a simple majority vote of the attending Executive Board.
4. New positions to the Executive Board are to be determined by a motion and a simple majority vote of the attending Executive Board.
5. Steering Committee positions may be created by a motion and simple majority vote of the attending Executive Board.
6. Any transaction of \$100 or more must be approved by motion and simple majority vote of the attending Executive Board.
 - o The exception to this law consists of the daily normal expense of the organization for example; rent, utility bills, office supplies, and coffee expenses.
7. A treasurer's report must be presented at each Executive Board meeting.
8. The Executive Board meetings are scheduled on the last Saturday of January, March, May, July, September, and November. 10:30am to 11:30am.
9. Duties of Offices:
 - a. **President:** The President is the Chief Executive Officer of this Corporation and will, subject to the control of the Executive Board or any Committees, supervise and control the affairs of the Corporation. The President will perform all duties incident to the office of President and any other duties that may be required by these Bylaws or prescribed by the Executive Board. In the event of a tie, the president will have one additional vote to break the tie.
 - b. **Vice President:** The Vice-President will perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to act. The Vice-President will perform any other duties that may be prescribed by the Executive Board.
 - c. **Secretary:** The Secretary will keep minutes of all meetings of Members and of the Executive Board, by the custodian of the corporate records, give all notices as are required by law or by these Bylaws, and generally perform all duties incident to the office of Secretary and any other duties as may be required by law, by the Bylaws, or which may be assigned by the Executive Board.

(By-Laws Continued)

- d. **Treasurer:** The treasurer will have charge and custody of all funds of this Corporation, and will deposit the funds as required by the Executive Board, keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, and render reports and accountings to the Directors. The Treasurer will perform all duties incident to the office of Treasurer, and any other duties that may be required by these Bylaws or prescribed by the Executive Board.
 - e. **Trustee:** A trustee is responsible for managing and overseeing in an orderly and proper fashion the meetings and other functions at Friends of Little House.
 - f. **Trustee (Webmaster):** The webmaster is responsible for creating and managing all domain names as they pertain to the website for Friends Of Little House. The webmaster is responsible for designing and revising the website. The webmaster is responsible for creating and managing all content, advertising, marketing, and order fulfillment as it pertains to the website. The webmaster is responsible for all website keyword and analytics data as it pertains to SEO and SEM to include managing any grants related to the website. All website content must be approved by the executive board prior to posting to the website.
10. Election and Removal of a Board Member:
- a. **Absences:** Any elected Officer or Director who shall have been absent from two (2) consecutive regular meetings of the Board of Directors without just cause as determined by the Board of Directors shall automatically vacate the seat on the Board and the vacancy shall be filled as provided by these Bylaws; however, the Board shall consider each absence of an elected Officer or Director as separate circumstance and may expressly waive such absence by a two-thirds (2/3) vote of the members present at that meeting.
 - b. **Term of Office:** Each elected officer shall take office and shall serve for a life term or until his/her successor is duly elected and installed. Each elected officer shall serve concurrently as a member of the Board of Directors and as a member of the Executive Committee.
 - c. **Re-election:** Elected officers may be re-elected to the same office.
 - d. **Vacancies-Removal:** Vacancies in offices due to death, resignation, or other causes shall be filled for the balance of the term by a majority vote of the Board of Directors at any regular Special Meeting. The Board of Directors, at its discretion, may remove any officer by a two-thirds (2/3) vote of all members of the Board.
11. Friends of Little House has adopted a conflict of interest policy. This policy is part of these bylaws and is titled, "Friends of Little House Conflict of Interest Policy."
12. **Dissolution Statement:** In the event of dissolution of Friends of Little House, the board of directors shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the corporation over to an organization dedicated to charitable and/or educational purposes and which has been recognized as a 501(c)(3) organization by the Internal Revenue Service.