

By Laws
The Coalition for Tolerance and Justice, Inc.

ARTICLE I

NAME AND DEFINITIONS

Section 1: The organization shall be known as "The Coalition for Tolerance and Justice."

Section 2: For purposes of this document:

- A. The term "The Coalition" shall mean The Coalition for Tolerance and Justice.
- B. The term "Board" shall mean the Board of Directors
- C. The term "general meeting" shall mean either the Annual Meeting of the Coalition or a Special Membership Meeting.

Section 3: The Coalition is a non-profit organization incorporated in the State of Delaware.

ARTICLE II

MISSION STATEMENT

The Coalition for Tolerance and Justice is a non-profit organization working in Sussex County, Delaware, to support and foster a community that lives in harmony. We are a refuge to those in the community that have been subjected to intolerance. Our community is made up of people of different cultures, embracing different beliefs. As an organization we seek to find ways to live together in mutual respect.

ARTICLE III

MEMBERSHIP

Section 1: Any adult person eighteen years or older who supports our mission statement is eligible for membership.

Section 2: Membership is established by application, a statement in support of the goals of the Coalition and the payment of an annual membership fee.

Section 3: On all matters coming before any meeting of the Coalition requiring a vote, each member may cast one vote. No voting by proxy or absentee ballot will be allowed.

ARTICLE IV

RULES OF ORDER

Section 1: The rules of procedures at general meetings of the Coalition shall be determined by Robert's Rules of Order in the most recent addition unless otherwise stated in these By Laws.

Where no substantive decisions are on the agenda, the presiding officer may suspend the use of Robert's Rules of Order for some or all portions of that meeting.

ARTICLE V MEETINGS

Section 1: The Coalition will meet as determined by the Board, but not less than four times a year. One of those meetings will be the Annual Meeting. Members may submit agenda items to any meeting.

Section 2: The Annual Meeting of the Coalition will be held in September of each year. Members will be notified of the meeting date of the Annual Meeting at least 30 days prior to the meeting.

Section 3: The Agenda for the Annual Meeting will be published 15 days prior to the Annual Meeting. Agenda items submitted by members to the Annual Meeting must be received by the Secretary not less than 20 days prior to the Annual Meeting. Only items on the published agenda will be considered at the Annual Meeting.

Section 4: One-Fourth (1/4) of the membership shall constitute a quorum at any meeting.

Section 5: At the Annual Meeting, reports will be submitted by the President, and by other officers and committee chairs as may be requested by the Board or President. Financial statements and a budget for the next fiscal year will be presented. Directors and /or the President shall be elected at the Annual Meeting.

ARTICLE VI VOTING PROCEDURES

Section 1: Unless otherwise specified in these By Laws, a simple majority of the votes cast will constitute passage of any matter under consideration.

Section 2: As part of the required notice of the Annual Meeting, the members of the Coalition will be presented the names of persons put in nomination for any office whose nomination has been made by a nominating committee, the board, or previous meetings of the Coalition. Nominations from the floor will be accepted. No person may be nominated for any position in the Coalition who is not a member of the Coalition.

ARTICLE VII BOARD OF DIRECTORS

Section 1: Any member of the Coalition may serve as a member of the Board.

Section 2: The Board shall consist of seven persons elected by the membership. The Board shall start its term immediately upon completion of the election.

Section 3: Elected Directors shall serve for a two year term. Directors may not serve on the board for more than three consecutive terms. On the occasion of the first election of directors, four will be chosen by lot to serve for two year terms, and three for one year terms. At each successive Annual Meeting there will be the election of directors sufficient to maintain a seven person board.

Section 4: The Board of Directors will, upon election, immediately take up the matter of the election from among its members of a President, Vice President, Secretary and Treasurer. Each member of the Board of Directors shall have one vote.

Section 5: If a seat becomes available before a term is completed, the President shall appoint, with approval of the Board, a member to fill the term. Such time of service is not counted in determining the consecutive terms served under section three above.

Section 6: The Board shall be responsible for the general management of the organization and shall receive and review all committee reports. It shall have the power and authority to make appropriate regulations and policies. All expense of more than \$250.00 must be approved by the Board prior to expenditure.

Section 7: Any Board Member who is not able to attend three consecutive meetings of the Coalition may by two thirds vote of the Board be asked to vacate the seat. That seat is then filled in accordance with section five above.

Section 8: The Board shall meet between meetings of the Coalition, therefore meeting at least four times a year. It may meet more regularly by its own decision. The Board shall determine the requirements for notification of agenda, motions, and all other matters as needed.

ARTICLE VIII

CONSTITUTIONAL OFFICERS

Section 1: The constitutional officers of the Coalition shall consist of a President, a Vice President, a Secretary and a Treasurer.

Section 2: The Board will elect the constitutional officers immediately following the election of the Board at the Annual Meeting.

Section 3: Officers can be removed for cause by a two-thirds vote of the Board.

ARTICLE IX

DUTIES OF CONSTITUTIONAL OFFICERS

Section 1: All Officers shall be accountable to the Board.

Section 2: The President: The duties of the President shall be to preside at all meetings of the membership and the Board, to act as spokesperson on the Coalition's behalf in all matters related to the public presentation of the Board or Membership positions and to appoint committee chairs.

Section 3: The Vice-President: The duties of the Vice President shall be to preside in the place of the President when the President is unable to exercise the responsibilities of that office, to act, with the President, as a spokesperson on the Coalition's behalf in all matters related to the public presentation of the Board or Membership positions.

Section 4: The Secretary: The duties of the Secretary will be to keep minutes of all formal proceedings of the Annual and other meetings of the Coalition, notify members as required by the By Laws or requested by the President, and act as custodian of legal documents.

Section 5: The Treasurer: The duties of the Treasurer will be to maintain the financial records of the Coalition as required by law and by-law, to report at each meeting of the Coalition on the financial status of accounts, to be a member of any committee charged with raising funds or securing grants, and to disburse funds for expenses on receipt of appropriate documents and requests for payment.

ARTICLE X AMENDMENTS

Section 1: Amendments to these By Laws shall be initiated by the Board or the Membership, by motion to the Annual Meeting. Notice of such proposed amendments must conform to Article 5.3. A two-thirds vote will be required to pass amendments to these By Laws. Such amendments become effective upon adaption.

ARTICLE XI FISCAL YEAR

Section 1: Unless otherwise determined by the Board, the fiscal year shall be the calendar year, January 1 to December 31.