



June 2010

### Vision Statement

When people live in community, they share a responsibility to care for each other. Therefore, Woodstock Area Community Ministry was established to help those in the Woodstock area who find themselves in financial crisis. It is our purpose to create a system whereby resources can be used in an effective and accountable manner to help those in need while affirming the dignity and worth of each individual.

### Mission Statement

The Mission of Woodstock Area Community Ministry is to generate leadership and resources to provide emergency assistance to homeless people within McHenry County, and to community members who are in financial crisis and reside within the boundaries of Woodstock School District 200.

### Organization Status

Woodstock Area Community Ministry is incorporated under the laws of the State of Illinois as a Not For Profit Corporation whose purposes are charitable and benevolent.

### Ministry Programs

Woodstock Area Community Ministry intends to engage in programs to assist persons in need. These programs include:

*The Direct Assistance Program (DAP)*- The purpose of this program is to provide a process through which clients in need may seek emergency financial aid. Clients must meet requirements outlined in the DAP Procedure Manual. The DAP office is currently located in the Unitarian Universalist Church in Woodstock. The days and hours of operation shall be as directed by the Board of Directors.

*The Daytime Drop-In Center*— The purpose of this program is to provide a daytime site where homeless clients may stay indoors and receive a midday meal. The site is currently located in the Redeemer Lutheran Church in Woodstock, and open on Thursdays during the months of November, December, January, February and March.

*The Wednesday Night PADS Site-* Although the Unitarian Universalist Church is the sponsor of the Wednesday night PADS site, WACM will help to generate resources by providing volunteers, meals, financial assistance, and other assistance as requested.

*“Share the Warmth” Coat Give-Away:* The purpose of the program is to collect coats and winter clothing to distribute to needy persons. The program is currently located in Redeemer Lutheran Church in Woodstock, and distribution takes place the last week in October.

Programs may be added or deleted as deemed necessary by the Board of Directors.

## Membership

Membership is open to any organization that adheres to the tenets presented in the WACM Vision and Mission Statements. Membership requires that the organization contribute financially, and appoint two representatives to serve on the WACM Board of Directors.

## **Administrative Policies**

### **Article I: Governing Board of Directors**

Section 1: Our governing Board of Directors shall be composed of two representatives of each member organization. They shall each have a vote. The coordinators of DAP, PADS, and the Daytime Drop-in Center shall serve as non-voting Board members. Clergy and administrative officers of member organizations are encouraged to attend Board meetings as non-voting members.

Section 2: Members of the Board of Directors shall be active in WACM activities. Each member organization is encouraged to appoint active representatives committed to the WACM Vision and Mission Statements.

Section 3: Directors shall receive no compensation for their services.

Section 4: There shall be at least six regular Board of Directors meeting per year.

Section 5: Special meetings shall be called by the President of the Board of Directors as needed.

Section 6: At least eleven voting directors, who represent a majority of the member organizations, must be present to establish a quorum.

Section 7: Any decision made by the majority of the voting directors when a quorum is present will be recognized as an act of the Board of Directors, unless prohibited by the corporation's Articles of Incorporation, Bylaws, federal or state laws.

Section 8: In the event that a director becomes inactive, the President shall contact the appropriate member organization and request a replacement.

Section 9: When representatives to the Board of Directors can no longer serve, it is the responsibility of the member organization to appoint a replacement.

Section 10: The directors of the corporation are not personally liable for the debts, liabilities, and other obligations of the corporation.

## **Article II: Officers of the Corporation**

Section 1: Officers of the corporation are President, Vice President, Secretary, and Treasurer, and shall comprise the executive committee.

Section 2: Officers of the corporation shall be members in good standing within their member organizations and voting members of the Board of Directors.

Section 3: In May of each year, the President shall appoint 3 directors from 3 member organizations to serve on a nominating committee. This committee shall present a slate of officers at the August meeting. An election of officers of the Board of Directors shall take place in September. Officers shall be elected to serve 12-month terms.

Section 4: Officer vacancies shall be filled by appointment of the Executive Committee with approval of the Board of Directors.

Section 5: The duties and powers of the President of the corporation shall be to call and preside at all Board of Directors and Executive Board meetings of the corporation, and to represent the organization at functions within the wider community. All documents shall be passed on to the successor in this office of the corporation. The President may appoint an Historian.

Section 6: The duties and powers of the Vice President of the corporation shall be to aid and assist the President, and to preside or represent in the absence of the President.

Section 8: The duties and powers of the Secretary of the corporation shall be to record the minutes of all meetings, to send out the minutes, to file appropriate paperwork with the State of Illinois to maintain the organization's status as a Not For Profit Corporation, and to correspond as needed on behalf of the corporation as directed by the board. All documents shall be passed on to the successor in this office of the corporation.

Section 9: The duties and powers of the Treasurer of the corporation shall be to insure that all bills are paid, all necessary records are kept, and to provide regular reports to the corporation. All documents shall be passed on to the successor in this office of the corporation.

Section 10: No officers shall receive compensation for their work in this corporation.

## **Article III: Board Action**

Section 1: The Executive Committee, consisting of the President, Vice-President, Secretary, and Treasurer shall conduct business for the corporation between regularly scheduled meetings of the Board of Directors.

Section 2: The Board of Directors may create various committees as needed.

Section 3: All committee meetings, ministries, and actions of the corporation shall support the Vision and Mission Statements of the corporation.

**Article IV: Agreements, Contracts, Finances of the Corporation**

Section 1: Any and all agreements and contracts for the corporation shall be subject to the action and approval of the Board of Directors and/or its Executive Committee.

Section 2: All checks shall be signed or authorized by the Treasurer.

Section 3: The Board of Directors may, on behalf of the corporation, accept or refuse any gifts, bequests, grants, or other monies as may be used for the nonprofit purposes of the corporations.

**Article V: Corporate Record Keeping**

Section 1: The Secretary of the corporation shall keep corporate records and a current copy of the Articles of Incorporation and Bylaws. The Secretary shall keep minutes of all Board and committee meetings, those present, and a record of all action. A complete record of members, their full address, telephone number, and email address shall be on file.

Section 2: The Treasurer of the corporation shall report on all finances.

Section 3: Every director has the right to inspect and/or copy all corporate records, documents and books, and the right to inspect the physical properties of the corporation, given reasonable notice of time and at the requesting director’s expense.

Section 4: At such a time that there is dissolution of the corporation, any resources remaining will be given to the church that houses the Direct Assistance Program for distribution to individuals who qualify under Direct Assistance Program guidelines.

**Article VI: Amendments**

Section 1: These bylaws may be amended, altered, or repealed and new bylaws adopted after consideration at one regular meeting of the Board of Directors and approval at the following meeting by two-thirds of the voting directors representing two-thirds of the member organizations.

Section 2: The bylaws shall be reviewed at one meeting per year, preferably in June, to acquaint all members with their contents. This meeting should also serve as a time to assess the preceding year in light of WACM’s Vision Statement, Mission Statement, and Bylaws.

Authorized Signature \_\_\_\_\_ Position \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Position \_\_\_\_\_