

# 501c3 ByLaws

## Stevenson Unit Chapel Development Corporation

*As amended September 26, 2016*

### SECTION 1: NAME

The organization is named the Stevenson Unit Chapel **Development Corporation**.

### SECTION 2: PURPOSE

The purpose of the Corporation is to solicit and collect funds to construct a chapel at the Stevenson Unit of the Texas Department of Criminal Justice (TDCJ) in Cuero, Texas, including all actions required for construction.

### SECTION 3: MEMBERSHIP

Any person interested in provision of a chapel at the Stevenson Unit may join the **Corporation**. There will be no dues. All members are eligible to serve as officers.

Names of persons who are members will be recorded by the Recorder.

### SECTION IV: ORGANIZATION

The **Corporation** is organized of volunteers interested in the chapel construction with some members elected to office. The officers are empowered to speak for the membership and commit the organization.

### SECTION V: OFFICERS

1. CHAIRMAN: One person will be elected as President of the **Corporation**. He will preside over meetings.
2. VICE CHAIRMAN: One person will be elected Vice President. He will preside over meetings in the absence of the President and will also manage the financial records of the **Corporation**.
3. RECORDER: One person will be selected as recorder. The recorder will maintain a record of all meetings and activities of the **Corporation**.
4. TREASURER: The Treasurer will open and maintain a bank account in Cuero with a bank associated with that community. The Treasurer will also rent a post office box with a Cuero address and maintain close contact with the CPA.
5. OTHER OFFICERS: Other officers may be selected and their duties defined as the need arises.

### SECTION VI: TERMS OF OFFICE:

1. All elected officers will serve for the lifetime of the **Corporation** but not to exceed three years. If the **Corporation** exists beyond three years, an election of officers will occur on the meeting nearest after the third anniversary of the adoption of these bylaws (November 2015). All members, including former officers, are eligible for election.

2. Any resignation of office tendered will be considered approved.
3. Two officers or a majority of the membership may replace a sitting officer who fails to perform his duties to the satisfaction of the other officers or of the membership. Such vote will be a matter of specific record.

#### **SECTION VII: MEETINGS**

1. At least one meeting will be held annually.
2. Meetings will be called as required by the chairman, by any two officers, or by a majority of the membership.
3. Members may be notified of meetings by electronic means alone.
4. The normal meeting date and time will be the **fourth Monday of odd numbered months at 6:00PM.**

#### **SECTION VIII: ACCOUNTING**

A qualified CPA will be retained to oversee the financial aspects of the **Corporation** and to communicate with the IRS as required. The CPA will conduct an annual audit to determine that funds are disbursed and secured only to further the purpose of the **Corporation.**

#### **SECTION IX: AMENDMENTS**

Amendments or additions to these bylaws may be made by a majority vote. Vote may be made electronically.

#### **SECTION X: FAILURE**

In the event of failure of **the Corporation**, the remaining funds may be:

1. Donated to the churches or organizations from which they were received; or,
2. Donated to charitable organizations; or,
3. Donated to another organization with a similar purpose.

A majority of members will determine the disposition of the funds.

The foregoing Bylaws were adopted by the Stevenson Unit Chapel Development Corporation on the 26<sup>th</sup> day of September, 2016.

\_\_\_\_\_ Recorder