

## **Hands of Christ Food Pantry**

Paxton, Illinois

### Article I

#### Name, Service Area, and Sponsorship

The name of this organization shall be: Hands of Christ Food Pantry (HCFP).

HCFP shall serve the whole of Ford County as well as the Paxton Buckley Loda School District.

While an entity with its own board of directors and bylaws, HCFP will obtain its 501C(3) status by falling under the ministry umbrella of First United Methodist Church of Paxton, located at 210 West Center Street, Paxton, Illinois 60957. First United Methodist Church of Paxton will also provide the liability insurance for HCFP's operations until the time that HCFP can provide its own liability insurance coverage from its operating budget.

### Article II

#### Purpose

Mission Statement: Expressing the love of Jesus Christ by feeding the hungry.

HCFP will operate an ecumenical food pantry as an independent entity to serve those in the Paxton-Buckley-Loda School District and Ford County who need food assistance.

Assistance will be provided to both county residents and transients. This pantry will operate with assistance from individuals and organizations through the contribution of food, hygienic products, and money. In addition, events for the purpose of raising funds may be conducted by HCFP, as long as they fall within safe operating practices as defined by the Ford County Health Department. Fund raising events may include, but are not limited to

(garage sales, operation of a thrift shop, etc.). Any special events will be proposed and approved by the Board of Directors. HCFP is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501C(3) of the Internal Revenue Code.

### Article III

#### Membership

Membership in HCFP shall be open to each church that is a member of the Paxton Area Ministerial Association (PAMA). Each member Church shall be in good standing with PAMA and shall be current in the payment of its membership dues to PAMA. Each member Church shall pledge to support HCFP. Members shall be expected to honor the rights of clients concerning matters of religious preference, and no proselytizing shall be allowed. The distribution of religious material shall be prohibited except with the consent of the HCFP Board of Directors.

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### Article IV

#### Board of Directors

Section 1. The Board of Directors shall be composed of representatives of member Churches plus one member at large. As long as First United Methodist Church of Paxton is providing the 501C(3) status and/or liability insurance for HCFP's operations, it shall have two (2) lay representatives on the Board of Directors along with its pastor. If HCFP is located at a site owned by a member Church, the church housing the food pantry shall

have two (2) lay representatives on the Board of Directors along with its pastor.

Section 2. Each member Church shall be allowed a minimum of one (1) voting Board seat and a maximum of two (2) voting Board seats per Board year. Member groups shall determine their own Board Representatives. The Member at Large is to be appointed by the Executive Committee with majority approval of the Board of Directors in attendance at the board meeting where the nomination takes place.

Section 3. Board members shall be eligible to serve two (2) consecutive three (3) year terms, which will be established on a rotating basis. The initial Board of Directors shall include three classes of Directors with divisions into three equally numbered classes: one third, retiring in one year, one-third retiring in two years, and one-third retiring in three years. Board members may be extended beyond a second term with the majority of the Board of Directors in attendance at the meeting where this proposal takes place.

Section 4. If a Board Member misses an entire quarter of meetings ( $N = 3$ ) without notifying another Board member of his/her absence, the Board shall have the authority to require the resignation of said Board Member.

Section 5. Unexpired terms of Board Members shall be filled by the Member Church. They will select a replacement and notify the President of the Board.

Section 6. The Board shall elect from its membership a President, Vice-President, Secretary, and Treasurer (Henceforth referred to as the Executive Committee). The Executive Committee seats shall be independent of the Board membership of member Churches.

Section 7. Elections shall be held at the August Board Meeting each year.

Section 8. The Board shall meet monthly in regular meetings. Special meetings may be called by the President or by any two (2) Board Members.

Section 9. The Board shall be charged with implementing procedures and policies that will further the work of HCFP in accordance with the stated purposes in Article II of these Bylaws.

Section 10. A simple majority of the Board of Directors, currently serving and present at a meeting shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 11. The parliamentary procedures at meetings of the Board shall be in accordance with Roberts Rules of order, current edition, in the absence of specific provisions of the Charter of Bylaws or specific direction of the Board.

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## Article V

### Executive Committee

Section 1. The officers of HCFP, henceforth referred to as the Executive Committee, must be Board Members. The Executive Committee shall consist of the President, Vice-President, Secretary, and Treasurer. These officers shall be elected by a majority vote of the Board of Directors at the regular August meeting each year. Executive Committee members are elected for one (1) year terms and may be re-elected to two (2) additional consecutive terms.

Section 2. The President shall preside at all Board meetings and shall, by virtue of office,

be an ex-officio member of all committees.

Section 3. The Vice-President shall perform the duties of the President in the absence of the President. The Vice-President shall also act as the liaison between the Board of Directors and sub-committees formed for the purpose of conducting HCFP business.

Section 4. The Secretary shall record upon the books of the entity the proceedings of respective meetings. The Secretary shall present at the Annual Meeting the minutes from the previous Annual Meeting.

Section 5. The Treasurer shall be subject to such conditions and restrictions that may be made by the Board. The Treasurer shall have the care and custody of all funds and securities of HCFP in such bank or banks as the Board may elect, and shall disburse said funds and securities pursuant to the orders of the Board. The Treasurer, or any person or persons duly authorized by the Board shall have the power to make and sign on behalf and in the name of HCFP, drafts and checks in the regular course of business. The receiving and depositing of funds shall be the responsibility of someone other than the Treasurer of the Board of Directors as established by the Board of Directors so that the depositing and payment of funds will be kept as separate responsibilities of two non-related individuals. Purchases greater than \$500 should first be approved at a board meeting. If an expense great than \$500 is considered an emergency (e.g. appliance or utility repair) at least three (3) Board Members, with one of those three members being a member of the Executive Committee other than the Treasurer, shall approve the expenditure and the expense should be fully disclosed at the following Board meeting. All bank accounts for the

organization shall carry signature cards containing the signatures of the Executive Committee and any other persons that have been authorized by the Board to write drafts or checks for the HCFP account. A duplicate copy of any HCFP account statements shall be sent by the financial institution to the Vice President of the Board of Directors of HCFP.

The Treasurer shall prepare and present, in writing, at each Board meeting, a Treasurer's Report, including but not limited to:

A detailed accounting of Receipts and Disbursements.

A reporting of current cash balances.

All accounts shall be audited at least once per year, and this written report shall be submitted to all Board Members. Audit tellers shall be appointed by the Board and shall

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number at least two (2).

Section 6. Any officer elected or appointed by the Board may be removed by a two-thirds vote of the entire Board whenever in its judgment the best interest of HCFP would be served thereby. Written notice of the intent to remove an officer must be provided to the officer ten days before the scheduled meeting at which such action will be voted on.

Section 7: In the event that a vacancy occurs, the office shall be filled by election of the Board as soon as possible, for the unexpired term.

Article VI

Administration and Procedure

Section 1. The Board of Directors shall appoint a non-Board Member as Coordinator of

HCFP. The Coordinator shall be responsible for carrying out the purposes of HCFP, subject to the rules and regulations adopted by the Board of Directors, administration of the food pantry, and supervision of food pantry personnel.

Section 2. The Coordinator shall be responsible for an atmosphere of Christian charity within the physical operations of the HCFP, making sure that each client is treated without bias, and with the dignity and compassion that was demonstrated in the ministry of Jesus Christ. Any information concerning the activity of HCFP with its clients shall be not be shared beyond the staff and Board of Directors of HCFP.

Section 3. Coordination of additional personnel needed for the staffing of the food pantry shall be a responsibility of the Coordinator.

Section 4. The Coordinator shall submit to the Board an annual budget in time for it to be adopted and presented at the annual meeting.

Section 5. The Board may authorize any officer or officers, agent or agents, to enter any contract or execute and deliver any instrument in the name of, and on behalf of, HCFP. Such authority may be general or confined to a specific instance.

Section 6. The Board shall create standing committees and/or special committees as are deemed necessary for successful operation of HCFP.

Section 7. The Board shall define the duties of all standing and special committees.

Section 8. The members of all standing and special committees shall be appointed by the President with the approval of the majority of the Board. Standing committee members shall serve one year terms, and are eligible for re-appointment to two additional one (1)

year terms. Special committee members will serve until the completion of their specific task.

Section 9. Chairpersons of all committees shall be members of the Board or their designees.

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Article VII

Fiscal Year

The fiscal year of HCFP shall begin on the first day of August and end on the thirty-first day of July of each year.

Article VIII

Annual Meeting

The Annual Meeting will be conducted no later than 90 days after the close of the preceding fiscal year. The Annual Meeting will be announced to all organization members, in writing, no later than 30 days preceding the date of the Annual Meeting. The Annual Meeting may be held during the November Board meeting. The Annual Meeting will be publicized 2 weeks prior to the meeting in newspapers and other forms of communication (e.g., radio). Notice of the Annual Meeting will be given to PAMA churches 30 days prior to the meeting.

Article IX

Bylaw Changes

Amendments to or changes in these Bylaws may be adopted at any meeting of the Board, provided that the proposed amendment or change has been presented at least two (2)

weeks prior to the meeting at which voting is to take place, and is passed by 2/3 majority vote of those present and voting.

## Article X

### Dissolution

Upon the dissolution of HCFP, the Board shall, after paying or making provisions for the payment of all liabilities of HCFP, dispose of all assets of the corporation, dispose of all assets of HCFP exclusively for the purposes of HCFP in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## Article XI

### Conflict of Interest

No Board Member while in office may receive compensation for services rendered to the Board, or direct commissions of any kind from HCFP. No part of any monies of HCFP may be used for the benefit of any Board Member.

(08/11/11; Revised 05/29/14)