

BYLAWS

PAGE ONE OF PAGE COUNTY, INC.

ARTICLE I – ANNUAL MEETING

Page One shall hold its annual meeting on the fourth Monday of November. The order of business shall include (1) an annual report of operations from the President, (2) an annual financial report from the Treasurer, (3) annual reports from the Chairpersons of the committees, (4) the election of officers and directors, (5) the adoption of an annual budget, and (6) such other business as deemed necessary. If an Annual Meeting cannot be held in person, the executive committee can call a “virtual meeting”. In this case, a packet of the above items will be put together and be available for distribution to the member churches and Board members.

Each member church shall be entitled to two (2) voting delegates at the annual meeting and may send representatives to any Board meeting.

ARTICLE II – ELECTION AND TERMS OF OFFICE

All officers and directors shall be elected by a majority of voting delegates present at the annual meeting. The Nominating Committee shall present a recommended slate of officers and directors by written ballot. Nominations from the floor shall be in order; provided, however, that any person so nominated shall have agreed in advance and be willing to serve if elected. Electronic voting will be accepted if a virtual Annual Meeting is necessary.

The officers and directors shall assume office immediately following the annual meeting.

Terms of office:

A. Officers:

1. The President and Vice President shall be elected for a two (2) year term and may not succeed him/herself.
2. The Treasurer will serve a five-year term and may succeed him/herself for one (1) additional five-year term.
3. The Secretary will serve a three-year term and may succeed him/herself for one (1) additional three-year term.
4. The Board of Directors will temporarily fill any vacancies until the next annual meeting at which time an election shall be held for the remainder of the unexpired term.

- B. Directors: **Four Two to Three Directors shall be elected at each annual meeting for terms of three years.** Their terms will end at the annual meeting of their last year of service. The board of Directors will temporarily fill any vacancies until the next annual meeting at which time an election shall be held for the remainder of the unexpired term. Directors who serve a full three-year term may succeed themselves for one additional three (3) year term, if elected at the annual meeting.

ARTICLE III – DUTIES OF OFFICERS

PRESIDENT: The President shall preside at the annual meeting of Page One and at all meetings of the Board of Directors and of the member churches. The President shall be the chief executive officer of the organization and shall have the responsibility of seeing that the purpose and programs of Page One are carried out within the policy guidelines established by the Board of Directors.

VICE PRESIDENT: The Vice President shall assist the President in the discharge of duties, and act in the President’s stead during absence or incapacity.

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SECRETARY: The Secretary shall attend all meetings of the Board of Directors and the member churches, as well as the annual meeting, and shall keep an accurate record of the proceedings. The Secretary shall, when directed, mail out notices or so inform appropriate persons as to the time and place of meetings and send other correspondence as deemed necessary.

TREASURER: The Treasurer shall oversee all financial operations of Page One in accordance with the policy guidelines of the Board of Directors. The Treasurer shall be empowered to sign checks in all bank accounts, have access to all financial records necessary for oversight, and review and present financial reports for the meetings of the Board of Directors and for the annual meeting.

ARTICLE IV: SPECIAL FINANCIAL ARRANGEMENTS

Page One shall maintain separate bank accounts as deemed appropriate by the Board. All accounts shall be covered by current FDIC regulations. Monies from the general account are used first to support the Family Assistance program. The President, the Treasurer, the Bookkeeper and the Director of Operations will serve as signatories for all accounts. The President, Treasurer, Director of Operations, and Assistant Manager of the Shenandoah Branch shall be signatories on the Shenandoah Branch Account. The Treasurer shall maintain overall cognizance of the status of funds of all accounts.

ARTICLE V – BOARD OF DIRECTORS

The four officers and the eight directors constitute the Board of Directors. The Board of Directors shall meet once a month and at such other times as deemed necessary by the President. Before any business can be transacted, motions made, or passed, a quorum shall be a majority of all voting Board members present. Chairpersons are considered ex-officio members and are expected to attend all Board meetings. Representatives of member churches are encouraged to attend meetings and voice any concerns or questions.

ARTICLE VI – COMMITTEES

All Committees are asked to meet at least once each quarter at a minimum. And maintain a notebook with a record of your discussions and plans. Kim will keep your notebook in the office.

- A. FAMILY ASSISTANCE COMMITTEE: This committee will develop and operate a program designed to provide assistance to individuals and families in emergency situations involving food, clothing, shelter, heat, utilities, and health care. The committee shall consist of a Chairperson appointed by the Board of Directors and he/she will be responsible for additional committee members as needed. The chairperson will also be responsible for recruiting and training volunteers to carry out the programs involved as well as ensuring that appropriate administrative procedures are in place to satisfy the obligations of the services provided. A subcommittee of three (3) will meet weekly to review applications for assistance and determine what funding if any is to be provided. A rotation schedule of volunteers will ensure that there are qualified members available. A minimum of two (2) members is needed to make a decision. The Chairperson for Family Assistance may serve in emergency situations.
- B. FOOD PANTRY COMMITTEE: This committee will ensure that food is available to supply the clients with the sustenance needed. In addition to free will donations of food, this committee will take maximum advantage of USDA food supplies and the products sold by the Food Bank. Foods from the main food groups may be purchased retail if not available at the Food Bank.
- C. THRIFT SHOPS COMMITTEE: The Director of Operations, the manager and/or assistant managers of the thrift stores, and 2 other members appointed by the President of the board. This committee will manage the collection, sorting, and sale of clothes and other products donated to Page One. The Board will appoint a Manager and other assistants as needed. The committee will ensure that Page One thrift shops maintains an image of integrity and economy. Surplus products and products of inferior quality will be boxed for donation to other charities.

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- D. AUDIT / FINANCE COMMITTEE: This committee will consist of the Treasurer and 3 appointed members by the President of the Board.
- a. BUDGET SUB-COMMITTEE: This committee will develop the annual budget. At least one month in advance of the November Annual meeting, the Treasurer will form a committee, which shall include the President, Page One Director, Chairperson of Family Assistance, the Thrift Shop Managers, the Treasurer and the administrative Coordinator to assess financial needs for the ensuing calendar year and to present a proposed budget to the Board of Directors for approval at the annual meeting.
 - b. AUDITING SUB-COMMITTEE: This committee shall consist of two (2) persons appointed by the President to perform audits of the Treasurer's accounts, with the final account to be presented at the annual meeting.
- E. NOMINATING COMMITTEE: This committee will prepare a slate of officers for election at the annual meeting. At least two (2) months in advance of the annual meeting, the President shall appoint a Chairperson of the Nominating Committee. The Chairperson may be an active member church representative and tasked with selecting at least two other members of the board to prepare a slate of officers for election at the annual meeting. The Board President will appoint a Chairperson and two other additional committee members.
- F. PERSONNEL/HIRING COMMITTEE: The Board President will appoint a Chairperson and two other additional committee members. The functions of the Personnel/Hiring committee include drafting and/or revising personnel policies and administrative policies and procedures, creating and reviewing job descriptions, establishing a salary structure, annually reviewing staff salaries, and performing employee evaluations for Board approval, and explain general questions about policies and procedures. The personnel/hiring committee also acts as a grievance board for employee complaints. This committee is responsible for the timely and efficient recruitment to hire qualified personnel and a final recommendation is made to the Board of Directors for approval.
- G. FUNDRAISING (GALA) COMMITTEE: To plan and execute the Annual Gala Event.
- H. FUNDRAISING (GENERAL) COMMITTEE: Plan Events through the year, coordinating supplies and volunteers to man the event.
- I. BUILDINGS & GROUNDS COMMITTEE: To oversee the maintenance of grounds and buildings. Organize projects e.g., cleaning, painting and repairing.
- J. CHURCH RELATIONS COMMITTEE: To make churches aware of their membership in Page One. Invite pastors to take a volunteer role in some area of Page One operations. Try to bring the ministers together at Page One for a meet and greet time. Also remind them that each church has 2 voting members at the Annual Meeting in November.

Amendments approved December 17, 2007

January 20, 2014

October 20, 2014

March 1, 2015

February 24, 2020

May 25, 2020

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