

BYLAWS OF THE COALITION OF CONCERNED BLACK CHRISTIAN MEN (CCBCM)

We the undersign, desiring to associate ourselves as a Coalition of men for the purposes hereafter stated, pursuant to the provisions of the Maryland Code, do hereby certify as follows:

ARTICLE I - NAME

The name of the corporation is the Coalition of Concerned Black Christian Men, hereafter referred to as "The Coalition".

ARTICLE II – VISION, MISSION AND GOALS

SECTION I – GENERAL. The Coalition is organized as a 501(c) (3) non-profit organization exclusively for charitable, religious, educational and community outreach purposes, including, for such purposes, the making of distributions to persons in need of assistance and organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The Coalition of Concerned Black Christian Men is also registered as a tax-exempt nonstock corporation with the state of Maryland Department of Assessments and Taxation, Charter Division.

1. The purposes for which the corporation is formed are as follows: Operate on a non-profit basis providing resources in support of educational opportunities, social assistance and community involvement to help the citizens in our communities.
2. The street address of the principal office of the corporation in Maryland is: 15504 Whistling Oak Way, Accokeek, MD, 20607.
3. The name of the Resident Agent of the corporation in Maryland: James Lee; whose address is: 11901 Parallel Road, Bowie, MD, 20720.
4. The number of directors of the corporation shall be which number may be increased or decreased pursuant to the bylaws of the corporation. The name(s) of the director(s) who shall act until the first meeting or until their successors are duly chosen and qualified is/are: Al Corbett, James Murphy and Michael Crawford.
5. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

6. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

SECTION II - Vision Statement. Working to improve and impact positive change in the lives of the people in the communities we live.

SECTION III - Mission Statement. To operate on a non-profit basis with an all-volunteer membership that provides resources in support of educational opportunities, social assistance and community involvement to help enhance the quality of life for the people in our communities.

SECTION IV - Strategic Goals. The goals of the coalition are to:

1. Facilitate the exchange of ideas, information, resources and network with individuals, businesses, agencies and other like-minded organizations on ways to have positive impacts on the people in our communities.
2. Network with individuals, businesses, agencies and other organizations in an effort to solicit and raise funding in support of our programs.
3. Support the people of our communities through providing man power, scholarships and food/monetary assistance.
4. Grow the membership through recruiting men of all ages from different backgrounds and ethnicity in support of facilitating diversity and inclusion that will help foster new ideas, concepts, viewpoints and philosophies while also preparing for succession planning.
5. Communicate with scholarship recipients during and after their academic careers with encouragement for them to “Pay it Forward” through community involvement and performing positive and impactful work in their communities, such as, joining the CCBCM/similar organizations or starting their own group/organization.

ARTICLE III – MEMBERSHIP

SECTION I – VOTING MEMBERSHIP. The Coalition shall consist of men from area churches and from all walks of life in the Washington DC Metropolitan areas. To be considered in good standing with the Coalition with all rights and voting privileges, all members are required to pay annual dues and play an active role in the life of the Coalition.

ARTICLE IV - MEMBERSHIP CARD

SECTION II - MEMBERSHIP CARD. All members of the Coalition in good standing shall be issued a membership card to expire at the end of a twelve-month period (or the end of the calendar year whichever comes first). Membership cards are renewed at the beginning of each year.

ARTICLE V – OFFICIALS, COMMITTEES AND RESPONSIBILITIES

SECTION I - OFFICERS. The officers of the Coalition shall be a President, Vice President, Secretary, Financial Secretary, Treasurer, Chaplain and Parliamentarian.

1. **President:** The President shall be the chief Executive Officer of the Coalition entrusted with Its direction and with the direction and administration of its policies.

The President shall authenticate, by signature, all acts, orders and proceeding of the Coalition declaring its' will and in all things, obeying its commands.

The President shall call and preside over all meetings of the Executive Board, Committee Chairs and general membership meetings.

The president shall appoint members to standing and ad hoc committees.

In the absence of being available to perform said assignments and the vice president isn't available the president may appoint an officer or member of the general body to perform the assignments.

In the president's absence, the vice president shall perform all assigned duties of the president.

2. **Vice President:** The Vice President shall assist the President and serve in the Presidents absence. The Vice President shall be responsible for coordinating all appropriate activities of the Committees. In case of resignation or death of the President, the vice president automatically becomes President for the remaining term.

Coordinate all the appropriate activities between the president, executive board and the committees.

If the office of Vice President becomes vacant, the Executive Board shall appoint a member from the general body to serve until the next election period.

3. **Secretary:** The Secretary shall be responsible for the minutes of all official meetings of the Coalition and perform such duties as common to the office.

The Secretary shall keep and preserve accurate records of coalition's activities, such as, memberships, attendances and minutes of all meetings of the coalition for historical and future use.

If the office of Secretary becomes vacant, the Executive Board shall appoint a member from the general body to serve until the next election period.

4. **Treasurer:** The Treasurer shall manage and dispense all funds of the coalition under the Direction of the President and/or the Executive Board.

The Treasurer shall verify and balance all deposits and/or expenditures of the Coalition's funds in a bank approved by the Executive Board and shall present an official treasurer's report at all Coalition meetings.

The Treasurer shall conduct an annual audit of the Coalition's financial records during the month of January and present the findings to the Executive Board.

The Treasure shall prepare and file the Coalition's taxes prior to the effective due dates.

The Treasurer shall serve as the Chairperson of the Finance Committee that shall be responsible for developing and presenting a budget to the Executive Board for approval at it first calendar yearly meeting in the month of January.

If the office of Treasurer becomes vacant, the Executive Board shall appoint a member from the general body to serve until the next election period.

5. **Financial Secretary:** The Financial Secretary shall receive all funds presented to the Coalition under the direction of the Treasurer. The Financial Secretary shall verify and submit to the Treasurer an itemized listing within 48 hours of all money received and /or collected.

The Financial Secretary shall present a financial report at all official Coalition meetings and other times as requested by the Executive Board in the absence of the Treasurer.

The Financial Secretary shall serve as the Audit Chairperson and select members from the body to participate in reviewing and validating the results of the Treasurer's annual audit and report their findings to the Executive Board.

The Financial Secretary shall be responsible for performing all duties of the Treasurer in his absence.

If the office of Financial Secretary becomes vacant, the Executive Board shall appoint a member from the general body to serve until the next election period.

6. **Chaplain:** The Chaplain shall preside as Spiritual leader for the Coalition. He shall impart Scripture and offer Prayer at each Coalition meeting, program and event or wherever else appropriate.

The members of the Coalition may seek out his council and the spiritual direction of the Coalition shall be his responsibility and he will serve as the point of contact for all bereavements.

If the office of Chaplain becomes vacant, the Executive Board shall appoint a member from the general body to serve until the next election period.

7. **Parliamentarian:** The Parliamentarian shall be knowledgeable of the by-laws, Article of Incorporation, Resolutions and Rules of the Coalition and, shall insure that all business transactions of the Coalition are done so in accordance with standard parliamentary rules and procedures.

If the office of Parliamentarian becomes vacant, the Executive Board shall appoint a member from the general body to serve until the next election period.

SECTION II - EXECUTIVE BOARD. The Executive Board shall consist of voting and non-voting members. The voting members shall consist of the elected Officers. The non-voting members shall consist of the Committee Chairpersons. The Executive Board shall be composed of the officers of the CCBCM and Committee Chairpersons and other members as a majority of the board shall designate. The board shall meet as needed to plan for the board's work and to fulfill the Coalition's Vision, Mission and Strategic Goals. The officers of CCBCM are accountable to the Executive Board and shall work closely with the board to fulfill its objectives.

SECTION III - STANDING COMMITTEES - The Standing Committees shall be as follows:

1. Administrative Committee
2. Communications Committee
3. Finance Committee
4. Fund Raising Committee
5. Management Committee
6. Outreach Committee
7. Scholarship Committee

SECTION IV – SPECIAL COMMITTEES. The Special Committee shall be as follows:

1. Nominating Committee
2. Election Committee
3. Audit Committee

4. Any other committee designate by the President and/or Executive Board

ARTICLE VI – MEETINGS

SECTION I - The Coalition will meet once each month from September - June on the day designated by the President and/or Executive Board. Meetings shall be presided over by the President; the Vice President shall preside in his absence; and a member of the Executive Board appointed by the President shall preside in the absence of the Vice President.

SECTION II - Each member shall be notified five days in advance of the monthly meeting and no monthly meeting shall be held without electronic mail notification to all members unless the Executive Board calls an emergency meeting via phone and/or text messaging.

ARTICLE VII – ELECTION, INSTALLATION AND TENURE OF OFFICERS

SECTION I - OFFICERS. The Members shall elect all officers of the Coalition.

SECTION II - ELIGIBLE VOTERS. To be eligible to vote for the Officers of the Coalition a member must have met their financial obligations and served on at least one committee.

SECTION III - NOMINEE CRITERIA. To qualify as a nominee for an officer of the Coalition a member must have been an active member for one year immediately preceding the calendar year in which the election is to take place.

1. Has actively participated in and supported the vision, mission, strategic goals, programs and activities of the Coalition.
2. Has attended and participated in scheduled meetings on a regular basis.
3. Has met all financial obligations and served in one or more committees.

SECTION IV - NOMINATING BALLOT. Each election year the nominating committee shall mail a nominating ballot to active members of the Coalition by the 4th Friday in April of an election year. In a regularly scheduled meeting or a called meeting the membership of the Coalition shall decide upon the names to be recorded on the election ballot for all officer positions to be filled. The President and the Secretary shall sign the nominating ballot before it is submitted and returned to the nominating committee by a specified date.

SECTION V - ELECTION BALLOTS. The nominating committee shall prepare the election ballot after considering all the nominating ballots received. The official ballot shall include space for write in candidates and shall be distributed via electronic mail to eligible voters not less than 15 days prior to the date of the election.

SECTION VI - RETURN BALLOTS. All ballots must be returned via electronic mail, U.S. Postal Service Mail, or delivered in person at least one day prior to the close of the open ballot period. The electronic mail ballots or sealed envelopes shall remain closed and/or sealed until the time to count the ballots.

SECTION VII - DECLARING THE WINNER. In all elections, the persons receiving the highest number of votes from the casted ballots for each position will be declared the winner. The Nominating Committee will count and verify all casted ballots and declare the winners via electronic mail to the membership.

ARTICLE VIII - INSTALLATION OF OFFICERS

SECTION I – INSTALLATON OF OFFICERS. All newly elected officers of the Coalition shall be installed after the election meeting and shall assume office in the month of August following the elections.

ARTICLE IX - TENURE OF OFFICERS

SECTION I – ELECTED TENURE.

1. Officers of the Coalition shall be elected for an initial period of two years; however, they may serve multiple consecutive terms as long as they are willing and receive the majority votes.

SECTION II – ELECTED TENURE EXCEPTIONS

2. The Treasurer and Chaplain shall be elected for an initial period of four years; however, they may serve multiple consecutive terms as long as they are willing and receive the majority votes.

Date ratified by the CCBCM Officers: January 16, 2018