



## **Corporate By-laws**

### **Article I: NAMASTE CHARLESTON**

The name of the organization shall be "NAMASTE CHARLESTON".

### **Article II: Goals**

The goals of the NAMASTE CHARLESTON shall be to:

- I. Form a non-political, Charitable organization to help people in need.
- II. Provide a forum to come together to provide an organization that supports humanitarian, and social outreach events.
- III. Achieve the above goals by bringing volunteers together from all walks of life.
- IV. Provide educational supplies and support to students in need, financial knowledge and support, and Food donations & support to the underprivileged.

### **Article III: Organization**

- I. The NAMASTE CHARLESTON is organized under the Laws of the State of South Carolina, recognized as **Charity Public ID # P75092**
- II. It is recognized as a Tax Exempt Charitable organization 501(c) 3 by **IRS FED ID # 92-1123043**
- III. The NAMASTE CHARLESTON will be governed by these by-laws. These bylaws may be amended from time to time.

## **Article IV: Executive Officers**

The organization will have the following officers.

- 1 President**
- 2 Vice President**
- 3 Secretary**
- 4 Treasurer**

**There are two Directors in the organization making Six Officers/Directors.**

There may be Advisors appointed to help the organization in its activities, projects, events, and operations. Advisors will not hold any voting rights for executive decisions.

### **Section I Duties and Responsibilities.**

The Officers are responsible to achieve the goal of NAMASTE CHARLESTON as defined in Article II.

- I. To develop plans to promote NAMASTE CHARLESTON.
- II. This will be a volunteer-supported organization and seek active support from all volunteers.
- III. Ensure the financial stability and growth of NAMASTE CHARLESTON.
- IV. Officers shall meet once every year to conduct the business of the NAMASTE CHARLESTON.
- V. The Officers will serve without compensation and will maintain social responsibility to keep the organization clear of any conflicts, problems, and disputes.
- VI. The fiscal year of the NAMASTE CHARLESTON shall be the calendar year.

### **Section II President**

A. Responsibilities and duties:

- I. Preside at all formal meetings.
- II. Fills vacancies in the Executive Officers.
- III. Will have the authority to replace any officer.
- IV. Be responsible for executing the decisions.
- V. Will handle assigned duties of the NAMASTE CHARLESTON.
- VI. Find sponsors to support finances for events.

### **Section III Vice President**

- 1 Assume the duties and responsibilities of the President in his/her absence

### **Section IV The Secretary**

- I. Schedule and prepare the agenda for meetings.
- II. Keep minutes of all formal meetings and save data from events in the Archive.
- III. Keep the volunteers informed of the progress of the organization regularly.
- IV. Manage communication with Board members and advisors.
- V. Communicate Board decisions to all outside individuals, groups & Organizations.

#### **Section IV The Treasurer**

- I. Receive and maintain accounts.
- II. Assist the President or the CPA in filing necessary forms as required by the state.

#### **Article V Dismissal:**

- I. In the event of the negligence of duties of conduct prejudicial to the NAMASTE CHARLESTON by any officer, the President is authorized to take suitable action including removal/dismissal of the officer.

#### **Article VI Amendments**

- I. Amendments to the Bylaws may be proposed by the 2/3 majority decision of the Executive Officers.

#### **Article VII Dissolution**

The Organization's dissolution can be approved by 2/3<sup>rd</sup> votes of the Executive Officers.

- I. In the event of dissolution of the NAMASTE CHARLESTON, the cash, and other assets on hand after paying off liabilities shall be distributed to such other non-profit, charitable, or educational organizations as have similar goals as the NAMASTE CHARLESTON. As required by State/Federal law these organizations must be 501(c) 3.
- II. The Executive Officers of NAMASTE CHARLESTON by a majority vote shall direct the distribution of the assets. The Assets must be distributed in such a manner to ensure their continued use for public and civic purposes.

These bylaws documents were adopted and accepted by the Executive Board of Namaste Charleston.