

Greenebucs Chapter of National AMBUCS

Chapter By Laws

Revised

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ARTICLE I

Names, Purposes, Office

Section 1 Name

This corporation shall be known as the GREENEBUCS chapter of National AMBUCS, Inc.

Section 2 Purposes

The purposes for which the corporation is organized are to operate exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954; and in carrying out such purposes, the corporation shall:

a. Operate as a grant-making entity, in connection with which the corporation may receive and accept property, whether real, personal, or mixed, by way of gift, bequest, or devise, from any person, firm, trust or corporation; but no gift, bequest or devise of any such property shall be received and accepted if it is conditioned or limited in such manner as to require the disposition of the income or its principal to any person or organization other than an organization exempt from the federal income tax pursuant to section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, and shall make distributions to or for the benefit of organizations exempt from the federal income tax under section 501(c)(3) of the Code which organizations' purposes may include, but are not limited to: relief of the poor and distressed or of the under privileged; advancement of education or science; erection or maintenance of public buildings, monuments, or works; lessening of the burdens of Government; and promotion of social welfare by organizations designed to accomplish any of the above purposes, or (i) to lessen neighborhood tensions; (ii) to eliminate prejudice and discrimination; (iii) to defend human and civil rights secured by law; or (iv) to combat community deterioration and juvenile delinquency.

b. Operate to quicken the appreciation of the human and spiritual rather than the material values of life, to develop by precept and example a more intelligent, aggressive, and service-conscious citizenship, the rendering of altruistic service, and the wholesome up building of the community, and to cooperate and collaborate with other civic bodies in the development and maintenance of high civic idealism and consciousness.

Section 3 Motto

The motto of the GREENEBUCS Chapter of National AMBUCS shall be: "SHOULDERS TOGETHER".

Section 4 Official Abbreviation

The official abbreviation shall be: "AMBUCS".

Section 5 Creed

The creed of the GREENEBUCS chapter of National AMBUCS, Inc. shall be:

AMERICANISM To maintain the blessings derived from our National heritage - to sponsor justice, understanding and good will in our community life - to guarantee individual and social freedom under law - to assist in the development of the democratic process in our republic.

BROTHERHOOD To create opportunities for independence for people with disabilities - to promote the philosophy that it is more blessed to give than receive -to support local and national projects which promote the public welfare - to join in perpetuating the way of peace in our international life.

CHARACTER To encourage high ethical standards in personal and community relationships - to stimulate a consciousness of moral law in our daily living - to recognize the sacredness of human personality - to devotedly appreciate the existence of Divine Providence in the Human Order.

ARTICLE II

Membership

Section 1 Eligibility

Individuals of good community standing who pledge themselves to abide by the chapter bylaws of this chapter and the National AMBUCS, Inc. bylaws shall be eligible for membership. All persons seeking membership must be first sponsored for membership by another member in good standing.

Section 2 Types of Memberships.

Types of members shall be as defined in Article II, Section 7 of the National AMBUCS, Inc. Bylaws.

ARTICLE III

Board of Directors

Section 1 Composition of Board

The corporation's affairs shall be managed by a Board of Directors composed of not less than three (3) or more than fifteen (15) directors. Two (2) Directors shall be elected each year for two-year terms. The President shall be Chairman of the Board of Directors. The Chairman shall not vote except in case the Board is equally divided on any vote. The Board of Directors shall consist of President, Vice-President, Secretary, Treasurer and the Directors. The Board shall meet at least once a month at a time and place designated by the Board. The Board shall authorize expenditures of funds, formulate the policies of the chapter, dismiss any member for cause, provide for the bonding of the Treasurer and any other member of the chapter as the Board deems necessary, and perform such other duties as are provided in these By-Laws.

Section 2 Compensation

Directors shall not receive any compensation for their services as directors of the corporation.

Section 3 Removal of Directors

Any director may be removed from office by the affirmative vote of two-thirds of the full Board of Directors. Any such director proposed to be removed shall be entitled to at least five (5) days' notice in writing by mail or electronic communication of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting.

Section 4 Vacancies

Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors even though less than a quorum, or by the sole remaining director.

Section 5 Committees

The Board of Directors shall divide its membership into such committees, as it may deem advisable from time to time.

ARTICLE IV

Meetings of Directors

Section 1 Place of Meetings

All meetings of the Board of Directors shall be held once a month, place shall be designated in the notice of meeting or agreed upon by a majority of the directors.

When circumstances dictate a meeting of the Board of Directors may be conducted, in whole or in part, by teleconference or videoconference (Electronic Meeting) provided reasonable measures are taken to notify the Board Members of the change to an Electronic Meeting and to permit all Members of the Board of Directors not physically present to hear and / or see the proceedings concurrently. Quorum requirements shall apply. The President, or their designee, shall adopt special rules of order for the conduct of such meetings that provide for proper notice, verifying membership, assignment of the floor and debate, voting, and any other procedures necessary for an orderly meeting.

Section 2 Meetings

Unless otherwise herein provided, Robert's Rules of Order shall govern all matters of procedure, quorum, etc.

Section 3 Special Meetings. Substitute Meetings

Special meetings and substitute meetings of the Board of Directors may be called from time to time by or at the request of the President or any two Directors. Notice of said meeting stating the time and place thereof shall be delivered to each member of the Board of Directors not less than five (5) days before the date of the special meeting or substitute meeting of the Board to all members of the Board of Directors, either personally, by mail, email, or in any manner reasonably calculated to be received by the members of the Board.

Section 4 Voting

Except as herein otherwise specifically provided, the decision of the Board in all chapter matters shall be final, subject only to an appeal to the chapter. On such appeal, the decision shall be reversed only by vote of two-thirds (2/3) of the members present and voting at a regular chapter meeting. No resolution or motion to commit this chapter on any matter shall be considered by the chapter until it has been considered by the Board. Such resolutions or motions, if offered at a chapter meeting, shall be referred to the Board without discussion.

Notwithstanding anything to the contrary herein expressed, the Board of Directors shall not alter the time, day and place of the chapter meeting, without the consent of a majority of the members of the chapter present at a General Membership Meeting.

Section 5 Quorum

At all meetings of the Board of Director either regular or special, one-half of the directors shall constitute a quorum.

Section 6 Action without a Meeting

Action taken by a majority of the directors without a meeting is nevertheless Board action if written consent to the action in question is signed by all of the directors and filed with the minutes of the proceedings of the Board, whether done before or after the action so taken.

Section 7 Tax Status

The Board of Directors shall take no action that will jeopardize the 501(c)3 status of the corporation or the Articles of Incorporation's intended purposes.

ARTICLE V

Officers

Section 1 Officers of the Corporation

The officers of the corporation shall consist of a President, a Vice-President, Secretary, a Treasurer, a Sergeant-at-Arms and such other officers as the Board of Directors may from time to time elect.

Section 2 Nominations. Election and Term

The nominations for officers and directors shall be made by a nominating committee consisting of at least one past president of the Chapter, and two members in good standing, who are not seeking an office or directors' position. Additional nominations may be made from the floor at a regular meeting by any active member in good standing.

Any active member in good standing of the Chapter shall be eligible as an officer or director.

Nominations for officers and directors shall be read to the Chapter at the first regular meeting in March and the list of candidates published at least once thereafter before the election which shall be held at the Chapter meeting in the month of April, or at the next regularly scheduled meeting following.

Nominees, whether nominated by the committee or from the floor shall have been contacted in advance of nomination and agreed to:

- Serve if elected (Officers and Directors).
- Attend the Mid-State Regional Conference (for Officers-Elect only).
- Attend the National Convention (President-Elect only.)

The vote shall be taken by secret ballot or in such manner as the members present shall determine, and the candidate for office receiving the greatest number of votes shall be declared elected.

The term of office of the officers shall begin the first regular meeting in June and shall be for two (2) years.

Section 3 Compensation

No officer shall receive any remuneration or compensation for his services to the corporation or in connection with his duties as such officer.

Section 4 Removal of Officers

Any officer or agent elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interests of the corporation will be served thereby.

Section 5 Bonds

The Board of Directors may by resolution require any officer, agent, or employee of the corporation to give bond to the corporation, with sufficient sureties, conditioned on the faithful performance of the duties of his respective office or position, and to comply with such other conditions as may from time to time be required by the Board of Directors. The premiums for all such bonds shall be paid by the corporation.

Section 6 Duties of Officers

The officers of the chapter shall perform such duties in service to the chapter as the Board of Directors may from time to time determine.

ARTICLE VI

Fees and Member Contributions

Section 1 Contributions

Each member of the chapter shall pay minimum annual member contributions as follows:

Application Fees Annual Member

The Board of Directors shall set the annual contribution rate for the following year or until such time as an adjustment is necessary or desired. With the exception of the annual contribution to National Ambucs, Inc. as determined by National Ambucs, Inc.

Section 2 Meals and Expenses

The Board of Directors may, in its discretion, determine an additional amount required of active members in respect of meals or services otherwise provided in conjunction with the regular chapter meetings. Amounts paid in respect of these expenses shall be kept separate and apart from admission fees and chapter member contributions and shall be payable at such times and in such amounts as the Board of Directors shall determine.

Section 3 Indebtedness

No financial indebtedness or obligation except normal operating expenditures shall be incurred by the Chapter, its officers, or the Board of Directors except by action of the Chapter; and in that event two-thirds (2/3) of those present and voting shall concur at a regular chapter meeting.

Section 4 Funds

The monies of the chapter shall be kept separate and accounted for separately. The first shall be the General Fund, into which member contributions and fees shall be paid by members, and from which disbursements shall be made for the general operating expenses of the chapter. The second fund shall be the Community Service Fund, into which shall be deposited any income from such events and activities as are carried on for the charitable and sponsorship purposes and from which disbursements shall be made solely for such sponsorship and charitable purposes.

Section 5 Member Contribution Increases

Notwithstanding anything to the contrary herein expressed, the provisions of these Bylaws respecting the amount and payment of chapter member contributions may not be altered, amended, modified or revoked, without the majority vote of both of the chapter members and the Board of Directors.

ARTICLE VII

Charitable Donations

Section 1 Donations to Other Organizations

Charitable donations to other qualified charities will be evaluated and meet with the following criteria:

- The proposed Charity is listed as a 501(c)3 with the Internal Revenue Service.
- The Mission of the Charity reflect their effort in helping individuals in need.
- The proposed Charity offer their services within the local area.
- The proposed Charity speaks to and shares information about their mission and goals at a regular Chapter meeting.
- The Charity's willing to allow the Chapter to have a presence at the Charity's event.

All monetary transactions are to be made to the Charity's official organization name, not to any individual, or sub-group.

Monetary transactions shall be kept by the Chapter Treasurer and include: The Name of the Charity, EIN or SS Number, Physical Address / PO BOX, Phone Number, and Email Address.

ARTICLE VIII

Contracts. Loans. Checks and Deposits

Section 1 Contracts

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2 Loans

No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 3 Checks and Drafts

All checks, drafts or other orders for the payment of money, issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 4 Deposits

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such depositories as the Board of Directors may select.

ARTICLE IX

Chapter Meetings

Section 1 Chapter Meetings

The regular meetings of this chapter shall be held on a Date, Place, and Time as determined by the Board of Directors, and approved by a majority of the members present at a regularly scheduled meeting. Any change in time or place of regular meetings shall be recommended by the Board of Directors to the chapter, subject to approval of a majority vote by the members in attendance at a regularly scheduled meeting. Notice must be communicated to the chapter members of the proposed change.

When circumstances dictate, a meeting of the Membership may be conducted in whole or in part by teleconference or videoconference (Electronic Meeting), provided reasonable measures are taken to notify the Membership and permit all Members not physically present to hear and / or see the proceedings concurrently. Quorum rules shall apply. The President, or their designee, shall adopt special rules of order for the conduct of such meetings that provide for proper notice, verifying membership, assignment of the floor and debate, voting, and any other procedures necessary for an orderly meeting.

ARTICLE X

General Provisions

Section 1 Waiver Of Notice

Whenever any notice is required to be given to any Director or other person under the provisions of these bylaws, the Articles of Incorporation or by applicable law, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

Section 2 Fiscal Year

The fiscal year of the corporation shall begin on June 1 and shall end on May 31.

Section 3 Prohibition against Sharing in Corporate Earnings

No member, officer, director, or employee of or member of a committee of or person connected with the corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profits from the operations of the corporation, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the corporation in effecting any of its purposes as shall be fixed by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the corporation. All members, directors and officers of the corporations shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the corporation, whether voluntary or involuntary, the assets of the corporation, after all debts have been

satisfied, then remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered and paid over, in such amounts as the Board of Directors may determine or as may be determined by a court of competent jurisdiction upon application of the Board of Directors, exclusively to charitable, religious, scientific, literary or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

Section 4 Amendments

These bylaws may be amended by: (1) a two-thirds (2/3) vote of the entire membership of the Board of Directors of the chapter at a regular Board meeting; and (ii) the written consent of the Executive Director of the National AMBUCS.

ARTICLE XI

Exempt Activities

Section 1 Exempt Activities

Notwithstanding any other provision of these bylaws, no member director, officer, employee or other representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501 (c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended, or by organizations contributions to which are deductible under Section 170(c)(2) of such Code and regulations as they now exist or as they may hereafter be amended.

ARTICLE XII

Amendments

Amendment A:

Reimbursement Policy For GreeneBucs Members Attending AMBUCS National, Regional Conventions and Big Hat Functions:

This policy is for the reimbursement of actual expenses and is not intended to pay members for non-attendance or of non-actual expenses incurred.

National Convention:

Members eligible for reimbursement:

Current President

Secretary

Treasurer

AMBU of the Year- If eligible for a national award

Project Manager of the Year- if eligible for a national award

Past President- if eligible for chapter awards at National Convention

As Chapter Funding Allows - All Chapter Members in Good Standing and meet the following qualifications:

- Must attend First Timers Meeting, if it is their first time.
- Must attend All General Business Sessions.
- Must attend at least One Training Session.
- Must attend Awards Program (Merit Awards).

Registration fees (excluding optional tours, golf tournament & etc.) shall be reimbursed in full at the 'Early Bird' Registration Rate. Additionally, additional funding as determined by the Board of Directors will be available to each of the three presidents to cover travel and lodging.

Estimated maximum total funding for National Conferences will be set prior to the registration date by the Board of Directors based on current attendance costs, and available Chapter Funds.

Regional Conferences / Conventions:

Estimated maximum total funding for Conventions will be set prior to the registration date by the Board of Directors based on current attendance costs, and available Chapter Funds.

Registration fees (excluding optional tours, golf tournament & etc.) plus one night's lodging shall be reimbursed in full. All active members shall be eligible for reimbursement.

Convention Reimbursement Fund

We shall allocate a percentage of the proceeds for all chapter fundraising projects.

Big Hat Functions:

Any Big Hat Events at National or Regional Conventions are to be reimbursed from Big Hat Funds.

Amendment B:

Travel Expense Reimbursement

The GreeneBucs the Greene County Ohio chapter of National AMBUCS Inc, is dependent upon the contribution of time and talent from its members without compensation and appreciates the work that such volunteers perform while traveling on behalf of this organization.

It is, nevertheless, incumbent upon GreeneBucs to provide for the reimbursement of out of pocket expenses incurred in conducting the affairs of the organization. It is the intent of The Officers and Executive Board to fairly compensate the volunteer members for their out-of-pocket expenses, while exercising fiscal constraint with the organization's funds.

Members who avail themselves of this policy are requested to be mindful of the need to conserve costs related to GreeneBucs activities and are, therefore, requested to hold the costs for which reimbursement is sought to a minimum.

Scope

This policy is designed to cover all volunteers while engaged in authorized GreeneBucs work, including, but not limited to: Officers, Chairpersons, Executive Board, and general members.

Authority

Only the Executive Board and Officers of GreeneBucs is authorized to approve reimbursement requests.

All authorization requests for Reimbursement must be made to the Board and Officers at a monthly scheduled Board Meeting preceding the date of the proposed event. Except those Items stipulated In ARTICLE XII: Amendment A.

Only the Executive Board and Officers of GreeneBucs is authorized to make exceptions to the following policy / guidelines.

Liability

The financial liability of GreeneBucs to any committee, sub-committee, ad hoc committee or individual member is limited to the funds budgeted for such liability by the Executive Board and Officers of GreeneBucs. If any volunteer, or committee (or any one of its members) incurs a liability that is greater than the funds so budgeted or incurs a liability in excess of the amounts allowed by this policy, such liability may be the personal obligation of the individual responsible for incurring or authorizing the liability.

Procedures

No Requests for Reimbursement will be authorized without approval of the Officers and Executive Board of GreeneBucs prior to the event(s) occurrence. Except those items stipulated In ARTICLE XII: Amendment A.

Requests for Reimbursement should be made in writing.

Requests should be directed to the President, or other officer or board member (if the President is not available) before the Executive Board at least one meeting prior to the date of the event reimbursement is being requested for.

Requests for Reimbursement should include all relevant information.

Travel / Transportation Expenses

Reimbursement will be made for all travel in excess of 20 miles. With prior approval of the Board.

Reimbursement for automobile travel will be made using the current IRS charitable mileage rate, plus tolls and parking.

Reimbursement for hotel / motel stays will be made for the actual cost of such rooms, including fees and taxes. . Except those Items stipulated In ARTICLE XII: Amendment A.

Reimbursement for air travel will be made for coach / economy class airfare.

Non-Reimbursable Expenses

The following are generally not reimbursable:

- Alcohol
- Car repair
- Credit card interest charges
- Day-care for children or pets
- Fees for upgrades of air, hotel, or auto
- Golfing or green fees
- Golfing cart rental
- Grooming, nail, or hair salon expenses
- Headphones on airlines
- Health club fees
- Laundry
- Massage
- Medicines
- Movies (either in-room or at the theater)
- Personal bar bills
- Personal books, magazines, or other entertainment

- Pet hotel stays or pet transportation.
- Political or charitable contributions
- Sporting events
- Spouse's expenses
- Toiletries
- Theater, cinema, or opera tickets
- Traffic citations (parking tickets or fines)

Receipts and Documentation

Members must submit receipts for individual expenditures.

Amendment C:

{Adopted 5-2017}

Improper Sexual Conduct Policy

The GREENEBUCS Chapter of National AMBUCS, Inc. fully supports the parent organization's Improper Sexual Conduct Policy, as communicated in its policy document and more concisely in its policy statement: "National AMBUCS, Inc. has a zero tolerance for improper sexual conduct —from staff, volunteers, or anyone else designated to act in a capacity associated with our name and our mission. We always have been, and will continue to be, committed to the safety and well-being of all persons we serve."

Our chapter will comply with the policy by doing the following:

We will require all members/volunteers to use a "buddy system" when engaging in chapter activities with children/youth, developmentally disabled individuals of any age, and senior citizens (whereby at least one adult must be a chapter member and at least one adult must be 21 years of age or older). All chapter members/volunteers have been reminded that the Improper Sexual Conduct

Policy, including the Commonsense Measures to Maintain Safe Environments for Charitable Activities, is available on the AMBUCS website for further review.

OFFICIAL RECORD OF ADOPTION OF CHAPTER BYLAWS

Adopted July 8th 2024

Greenebucs Chapter of National Ambucs, Inc.

By: Louise Gibson
President

Sandra A. Zimmerman
Secretary

CERTIFICATION

Approved April 3rd 2025

[Signature]
Executive Director National AMBUCS