

BYLAWS OF AUTISM YORK

ARTICLE I: OFFICES AND FISCAL YEAR

1. **REGISTERED OFFICE:** The name of the organization is Autism York. Autism York is a local nonprofit organization. The registered office of Autism York in the Commonwealth of Pennsylvania is 839 West Market St., York, PA 17401. Mailing address is PO Box 7322 York, PA 17404
2. **FISCAL YEAR:** The fiscal year shall begin on the 1st day of July in each year and end on June 30 the following year, starting July 1, 2014.

ARTICLE II: PURPOSES AND POWERS

1. Autism York is organized for the purpose of providing support to parents, family, friends and individuals on the Autism Spectrum and to provide such support in a safe and friendly environment for those whose lives are affected by Autism.
2. Autism York shall solicit and receive funds for the accomplishment of objectives listed below, in accordance with being an exempt organization under Section 501©(3) of the Internal Revenue Code of 1986.
3. Autism York promotes understanding and respect of all families and the choices made regarding therapies and interventions; provides information regarding local service providers and organizations servicing individuals with autism to our membership and the community; facilitates opportunities for families to network and share information in the form of support meetings and family social events; provides a lending library; provides awareness presentations to interested parties; partners with community groups to provide outreach opportunities; and solicits and receives funds for the accomplishment of the above purposes.

ARTICLE III: MEMBERS OF AUTISM YORK

1. **MEMBERSHIP:** Any individuals residing in York and surrounding counties affected by Autism in some manner; to include but not limited to teachers, providers, family members, friends, and those with an Autism Spectrum Disorder. Membership is free to

everyone and no registration is required.

2. **SERVICES:** All members are entitled to attend monthly meetings, social events, and special events, have access to email notifications and newsletters, a resource directory, a lending library, awareness presentations, and outreach opportunities at low or no cost.

ARTICLE IV: BOARD OF DIRECTORS

1. **NUMBER AND TERM OF OFFICE:** The Board of Directors shall consist of no less than 5, no more than 13 members. Board members shall serve 1 or 2 year terms at their discretion and may serve consecutive terms with no limits.

2. **ELECTIONS/VACANCIES:** At each annual meeting, the Directors to serve for the ensuing year shall be elected by existing Directors. Vacancies occurring between annual meetings may be filled for the balance of the term by election by the remaining members of the Board of Directors. Current needs of the organization will be taken into account when considering potential candidates.

3. **RESIGNATIONS:** Any Director may resign at any time by giving written notice to the Board. Such resignation shall take effect at the date of receipt of notice unless otherwise agreed. Any board member may be asked to resign, by a majority vote of the remaining board, if they are unable to fulfill the duties of their area of responsibility as set forth in the organizations Policies and Procedures.

4. **RESPONSIBILITY:** Each of the 5-13 board members will oversee a specific area of responsibility related to the operations of Autism York. For officers, this will be in addition to their responsibilities as officers.

5. **AUTHORITY:** The Board of Directors shall have full power to conduct, manage, and direct the business and affairs of Autism York.

6. **PLACE OF MEETINGS:** Regular board meeting held every other month at agreed upon location. Agendas provided at least 2 days in advance to all Board Members.

7. **QUORUM:** A majority of Board Members constitutes a quorum. Every Board Member shall be entitled to one vote. The acts of majority of Board Members present at a meeting at which a quorum is present shall be the acts of the Board of Directors. Passage of a motion requires a simple majority; ie, one more than half the members present.

8. **TELEPHONE CONFERENCE AND OTHER ELECTRONIC TECHNOLOGY:** One or more persons may participate in a meeting of the Board of Directors, by means of

conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Other electronic communication includes electronic mail and text messages as deemed appropriate.

9. **COMPENSATION:** No compensation shall be paid to the Directors for their services as Directors, but at the discretion of the Board of Directors, they may be reimbursed for travel and actual expenses necessarily incurred by them in attending meetings and performing other duties on behalf of Autism York.

ARTICLE V: OFFICERS

1. **NUMBER, QUALIFICATIONS, AND DESIGNATION:** The four officers of Autism York shall consist of a President, Vice-President, Secretary, and Treasurer (Business Manager). Officers are also members of the Board of Directors.

2. **ELECTION AND TERM OF OFFICE:** The officers of Autism York shall be elected annually by the Board of Directors, and each such officer shall hold his or her office until the next annual meeting of the Board of Directors and until his or her successor have been elected and qualified, or until his or her resignation or removal. Officers may serve consecutive terms with no limits.

3. **RESIGNATION:** Any officer may resign at any time by giving written notice to the Board. Such resignation shall take effect at the date of receipt of notice unless otherwise agreed. Any board member may be asked to resign, by a majority vote of the remaining board, if they are unable to fulfill the duties of their area of responsibility as set forth in the organizations Policies and Procedures.

4. **GENERAL POWERS:** All officers of Autism York, shall respectively have such authority and perform such duties in the management of the property and affairs of Autism York as may be determined by resolutions or orders of the Board of Directors or as provided in these Bylaws.

5. **PRESIDENT:** The President shall be the chief executive officer of Autism York and shall have general supervision over the activities and operations of Autism York. The President shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office.

6. **VICE PRESIDENT:** The Vice President shall perform such duties as may be assigned to him or her by the Board of Directors. The Vice President shall assume the duties of the President in case of the President's absence.

7. **SECRETARY:** The Secretary shall be responsible for the minutes of the Board, and send out copies of minutes to the President within one week of board meetings.

8. **TREASURER:** The Treasurer shall keep record of the organization's budget and prepare financial reports as needed. The treasurer shall provide for the custody of the funds or other property of Autism York and shall keep a separate bank account and receipt of monies earned by, due to, or received by Autism York; shall deposit all funds in his or her custody.

9. **COMPENSATION:** No compensation shall be paid to the Officers for their services as Officers, but at the discretion of the Board of Directors, they may be reimbursed for travel and actual expenses necessarily incurred by them in attending meetings and performing other duties on behalf of Autism York.

ARTICLE VI: COMMITTEES

The Board may appoint standing and ad hoc committees as needed. No committee shall exercise any of the powers or authority vested by these Bylaws or the Pennsylvania Nonprofit Law of 1988.

ARTICLE VII:

LIMITATION OF PERSONAL LIABILITY OF DIRECTORS; INDEMNIFICATION OF DIRECTORS, OFFICERS AND OTHER AUTHORIZED REPRESENTATIVES

1. **LIMITATION OF PERSONAL LIABILITY OF DIRECTORS:** An Officer of Autism York shall not be personally liable for monetary damages for any action taken, or any failure to take any action, provided that this provision shall not eliminate or limit the liability of a Director to the extent that such elimination or limitation of liability is expressly prohibited by Chapter 57, Subchapter B of the Pennsylvania Nonprofit Corporation Law of 1988, as in effect at the time of the alleged action or failure to take action by such Officer.

ARTICLE VIII: MISCELLANEOUS

1. **CONFLICT OF INTEREST:** Any member of the board who has a financial, personal, or official interest in, or conflict with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

2. **FINANCIAL ACCOUNTS:** Any cash and investment accounts for Autism York should be placed in a financial institution approved by the Board of Directors. The

Treasurer and at least one other Officer should both of equal and full authority on all accounts.

3. **CHECKS:** All checks, notes, bills of exchange or other orders in writing shall be signed by the Treasurer. At least one other Officer should be listed on the bank account signature card and authorized to sign checks.

4. **CREDIT CARDS:** Credit cards issued under Autism York's financial accounts will be provided as deemed appropriate based on individual responsibilities. The Board of Directors may revoke that privilege if it is abused or not being used within the procedures set forth by the organization.

5. **CONTRACTS:** The Board of Directors may authorize any officer or agent to enter into any contract or to execute or deliver any instrument on behalf of Autism York, and such authority may be general or confined to specific instances.

6. **DEPOSITS:** All funds of Autism York shall be deposited to the credit of Autism York at the Board approved financial institution.

7. **AMENDMENTS:** These by-laws may be amended, or new bylaws may be adopted, by a two-third vote of Board members present at any meeting, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.

8. **NON-DISCRIMINATION:** The Organization shall not discriminate against any person on the basis of age, sex, race, color, national origin, sexual or affectional preference, disability, or political or religious opinion or affiliation in any of its policies or practices.

9. **DISSOLUTION:** The Organization may be dissolved by a two-thirds vote of the Directors then serving provided that notice of the proposed dissolution has been submitted to the Directors in writing, with written notice of the meeting date to decide on the proposed dissolution at least thirty days prior to the meeting date. In the event of dissolution, the Board of Directors shall dispose of all of the net assets of the Organization exclusively to such organization(s) which are organized and operated exclusively for similar charitable purposes and qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code.

Amended September, 2014