

# **Williamson County Crisis Center d/b/a Hope Alliance Amended Bylaws**

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## **ARTICLE I**

### **Section A**

#### **Name of the Corporation**

The name of this corporation is the Williamson County Crisis Center d/b/a Hope Alliance.

## **ARTICLE II**

### **Purpose**

This Corporation shall be and is a non-profit corporation under the laws of The State of Texas, and in the event the corporation is dissolved, any remaining assets after payment of outstanding liabilities will be distributed to an organization that qualifies for exemption under Article 501 (c) (3) of the Internal Revenue Code or the government of the United States or to some political subdivision thereof to be used for a public purpose.

## **ARTICLE III**

### **Board of Directors**

#### **Section A**

##### **Powers**

The Board of Directors of the corporation shall establish the policies of the corporation within the framework of the Articles of Incorporation and these By Laws. The Board shall have the authority to establish committees and to delegate authority to these committees as may be necessary to carry out the projects of the corporation and to select members of these committees. The board may set out policy guidelines for use by staff and committees.

#### **Section B**

##### **Qualifications**

Each member of the Board shall be known as a Director. Directorships shall not be denied to any person on the basis of race, creed, sex, religion, or national origin. Directorship is open to those persons who prescribe to the goal set forth in the Articles of Incorporation; who complied with the Board's application processes; and who have been elected by the Board of Directors. No paid employee of the corporation may serve as a member of the Board of Directors. Any Director who seeks employment as a paid staff member of the Williamson County Crisis Center d/b/a Hope Alliance shall resign from the Board of Directors prior to making application for that position.

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## **Section C Number of Directors**

The Board of Directors shall consist of a minimum of three (3) and a maximum of twenty-five (25) Directors, each of whom shall occupy one place as a regular Director, elected in accordance with the procedures approved by the Board. There may be up to five (5) ex-officio members of the board who may be appointed to the board by a majority vote.

## **Section D Term of Directors**

The term of a Director is three years. Directors may serve any number of consecutive 3-year terms.

## **Section E Term of Ex-Officio Members**

The term of an ex-officio member of the Board shall be one year. An ex-officio member of the Board may be re-appointed each year. Ex-officio members of the board are members without governing responsibility and do not have voting powers, nor does their presence or absence from a Board Meeting effect the presence of a majority, quorum or other number of Directors required to perform an action.

## **Section F Elections**

Nominations and elections for Directors shall be held throughout the year. Directors and Officers shall be nominated by fifty-one (51%) of those present, excluding those Directors/Officers being considered for re-election, but by no less than three (3) disinterested Directors. Directors and Officers shall be voted into office by two-thirds of those present, excluding those Directors being considered for re-election, but by no less than three (3) disinterested Directors.

Elections for Directors, whose terms are expiring, shall be held at the last meeting before the expiration of that term. Any directorship to be filled by reason of an increase in the number of Directors shall be filled at the next regular meeting of the Board of Directors or at a Special Meeting called for that purpose. Directors whose terms have expired may, at the discretion of the Director and the Board, continue serving until they are either re-elected or until their successors are elected.

Elections for Officers will be held in March. An Executive slate will be prepared and presented by the Nominating Committee in February.

Proxies shall not be considered during the nominating or election process unless the Director who has issued the proxy has completed and submitted, along with his or her proxy, a written ballot that contains their vote on the potential new Director.

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## **Section G Annual Statement of Intent**

Each January, Directors will sign an Annual Statement of Intent.

## **Section H Resignation**

Any Director may resign from the Board by presenting written notice to the President or Secretary of the Board. Such resignation shall take effect upon receipt or at the time specified in the notice.

## **Section I Removal**

Any Director may be removed by the Board for any cause.

Removal of a Director by action of the Board (except as otherwise outlined herein) shall be initiated in Executive Session by a written request by any Director at any regular or special meeting of the Board. A vote shall be held at the next meeting of the Board. A vote of two-thirds of the total number of remaining Directors is required to pass the motion.

The Director whose removal is sought shall be given notice of the request and of the time, date and place of the meeting at which the request will be discussed. Notice shall be given by the Executive Committee so that it will be received no later than seven (7) days prior to the meeting. Notice shall be in writing and shall be delivered in person or sent by mail to the address of the Director whose removal is sought. The request shall contain specific reasons for removal. Both parties shall have the right to representation by a person of his or her choosing who may present evidence, witnesses and/or cross examine.

The complaint shall be discussed in Executive Session unless the Director whose removal is sought is present and requests that it be open to the public. Motions shall be taken at the conclusion of the discussion. The Director shall be removed only upon a vote of two-thirds of the total remaining number of Directors.

## **Section J Compensation**

Directorship is voluntary, and Directors shall not receive any salaries or other compensation for their services, but, by resolution of the Board of Directors, may be reimbursed for any actual expenses incurred in the performance of their duties for the Corporation, as long as a majority of disinterested Directors approve the reimbursement. The Corporation shall not loan money or property to, or guarantee the obligation of, any Director.

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## **ARTICLE IV Committees Section A Executive Committee**

The President, First Vice-President, Second Vice-President or Past President, Treasurer, and Secretary of the Board shall constitute the Executive Committee. The Committee is comprised exclusively of Board Officers. This Committee discusses important issues with the Chief Executive Officer and other staff outside of scheduled board meetings and recommend agenda items. In addition, the Executive Committee shall assist the Chief Executive Officer in preparing and presenting the annual budget to the Board of Directors, make necessary investment choices, and generally protect the soundness of the corporation's finances and fiscal operations. The Executive Committee shall have the power to act for the Board and bind the Board by its decisions in certain circumstances. A full recitation of those circumstances follows:

When a matter concerning the Williamson County Crisis Center d/b/a/ Hope Alliance arises between regular meetings of the board and a decision on that matter cannot reasonably be delayed until the next Board Meeting, the President or his or her designee shall make a reasonable effort to contact by telephone or otherwise all members of the Executive Committee. In no case shall the unavailability of a member of the Executive Committee keep it from acting. The matter at issue shall be explained to the Executive Committee member and his or her vote solicited. It shall take three (3) affirmative votes for any action of the Executive Committee to be authorized. The President shall make a written memorandum of the matter at issue and the vote of each available member of the Executive Committee. Such memorandum shall be expeditiously distributed to all members of the Board by mail, e-mail or fax. The matter at issue and the decision thereon shall automatically be placed on the Agenda for the next regularly scheduled meeting of the Board. The action taken by Executive Committee in accordance with the above provisions shall bind the Board and shall have the same legal effect as it would have had, had the entire Board acted.

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## Section B Standing Committees

The Corporation shall have the following standing committees which shall assist the Board of Directors in carrying out the management of the Corporation:

1. Board Development,
2. Nominating,
3. Facilities,
4. Development/Communications,
5. Human Resources,
6. Finance and
7. Allies of Hope Committee.

The Board of Directors shall appoint the members of each committee. Every Director is expected to serve on at least one committee. Employees of the Corporation and members of the community may be appointed to serve as committee members as permitted in the Committee descriptions below. Committees shall meet upon call of the Board of Directors or the chair of the Committee, review the activities of the Corporation in Committees' respective areas, and make recommendations to the Board of Directors for the Board's final approval. Standing committees shall elect a Chair by a majority vote of the Board of Directors. The Chair of each Committee shall ensure that minutes of the Committee meetings are taken and present a copy of the minutes to the Secretary within two weeks following the meeting. Committee meetings shall be open to all members of the Board of Directors.

**Board Development:** This committee analyzes the membership needs of the board; works to involve and recruit new Directors who can help achieve Hope Alliance goals and mission; and plans Board trainings and retreats. The maximum number of this committee is five Directors and up to an equal maximum number of members of the community. Only Directors have the authority to take official action or to vote when the committee has received an official charge from the full board. Furthermore, members of the Advisory Committee may serve on this committee and shall not be counted toward the maximum member limitation.

**Nominating Committee:** This committee nominates potential Directors; nominates Directors for re-election; presents an annual slate of officers; and assures that Hope Alliance' Nominating Policies and Procedures are followed. This committee accepts recommendations for potential Directors and for officers. The minimum number of Directors for this committee shall be three and can be comprised of 3, 5 or 7 Directors who are not currently board officers. This committee shall be made up of Directors who currently are **not officers of the board**.

**Facilities/Building Committee:** The mission of this committee is to provide short and long term facility solutions in order for Hope Alliance to conduct its services in a safe, secure environment in all facilities which are owned and operated by Hope Alliance. The

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maximum number of this committee is five Directors and an equal maximum number of members of the community. Only Directors have the authority to take official action or to vote when the committee has received an official charge from the full board. Furthermore, members of the Advisory Committee may serve on this committee and shall not be counted toward the maximum member limitation.

**Development/Communication Committee:** The functions of the Development and Communication Committee are to oversee the development and implementation of the agencies fundraising plan; identify and solicit funds from external sources of support and work with the VP of Resource Development to raise funds and awareness. The Committee also oversees the development and implementation of a marketing and communication plan. There is no maximum number of members for this committee and the committee may include an equal number of members of the community. Only Directors have the authority to take official action or to vote when the committee has received an official charge from the full board.

**Human Resources Committee:** The function of the Human Resources Committee is to review and make recommendations to the full Board of Directors on all personnel matters including, but not limited to, staffing, personnel policies, senior leadership job descriptions, recommended salary structures, and employee benefits. The committee is also responsible for annually reviewing and recommending to the full Board of Directors appropriate adjustments to CEO pay. The committee will review any recommendations made by the CEO with respect to salary increases for senior leadership members. The committee is responsible for annually gathering and consolidating CEO performance input from all Board members. The Board president will provide the feedback to the CEO. Additionally, the Human Resources Committee acts as a grievance board for client complaints, if needed, as outlined by Hope Alliance's policies and procedures. The Human Resources Committee will also act when a formal written employee grievance against the Chief Executive Officer is filed or when an employee formally appeals a decision by the Chief Executive Officer to the board as outlined by Hope Alliance's policies and procedures. The maximum number of this committee is five Directors.

**Finance Committee:** The Hope Alliance Finance Committee is responsible for monitoring and communicating to the board about the organization's overall financial health. Its core duties include participating in and overseeing:

- The development of the organization's budgeting and financial planning,
- The creation of and oversight of the organization's internal controls,
- The preparation and timely distribution of accurate, user-friendly financial reports to the Board and
- The implementation of safeguards to protect the organization's assets.

The Finance Committee is tasked specifically with:

1. Working with the staff to develop an annual operating budget,

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2. Setting long term financial goals for the organization, such as creating working capital or cash reserve funds, gross and net revenue targets, or creating a fund for maintaining or replacing equipment,
3. Ensuring adherence to the budget and achievement of the adopted goals by monitoring and reporting the organization's regular financial activity,
4. In presenting the financial reports to the board, the finance committee will alert the Board to any existing or projected financial problems the organization is facing or is expected to face, and
5. The finance committee shall reviewing the organization's insurance coverage to ensure that its assets are appropriately protected.

The Finance Committee will be comprised of a minimum of three Directors with the appropriate financial experience and knowledge. The Committee may have two additional members from the community who are Directors.

Keep in mind that, although the Finance Committee serves in the leadership role detailed above, the entire board has fiduciary responsibilities for the organization and remains accountable for protecting the organization's financial wellbeing.

**Allies of Hope:** This Committee is comprised of previous Directors and members of the community without governing responsibility or authority who support the Corporation's activities by providing information, resources, prestige, and financial support to the Corporation.

### **Section C Additional Committees**

The Board of Directors may from time to time designate and appoint additional standing or ad hoc committees by majority vote of the Board of Directors. Such committees shall have and exercise such prescribed authority as is designed by the Board of Directors. The Directors may authorize these committees to exercise any powers, responsibilities, and duties consistent with the Articles of Incorporation and these bylaws. The composition of these committees shall be made by majority vote of the Board of Directors at the committee's inception. These additional standing committees or ad hoc committees may be disbanded after the conclusion of their work; or when the need for the committee no longer exists; or for any other reason by majority vote of the Board of Directors.

### **ARTICLE V Section A Code of Ethics**

The corporation's Directors will comply with the Director's Code of Ethics which is outlined in the Board of Directors Handbook.

### **Section B**

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## **Conflict of Interest**

No member of the Board of Directors or Executive Committee may be an employee of the Corporation or related or married to an employee of the Corporation.

No member of the Board of Directors or Executive Committee may use his or her membership on the Board of Directors to influence any act of the Corporation for the financial benefit of any family member or any other corporation or other business entity in which he or she is an employee or has a significant interest as stockholder, director, or officer or partner.

## **Section C Disclosure**

If a matter is brought before the Board of Directors or any committee of the Board for action that involves any family member, relative or any member of any business entity in which any member has an interest, the member shall disclose the relationship to the Board of Directors as soon as he or she becomes aware of it, and the disclosure shall be recorded in the minutes of the meeting. Upon disclosure of a conflict of interest or potential conflict of interest, the member shall excuse herself from further discussions or decisions pertaining to the issue.

## **Section D Execute Conflict of Interest Statement**

All members of the Board of Directors shall complete and sign a Conflict of Interest Certificate annually, at the start of the member's term or at the start of the Corporation's fiscal term, whichever comes first.

## **ARTICLE VI Board Meetings Section A**

### **Place of Board Meetings**

Regular and Special Meetings of the Board of Directors will held at 1111 N. I-H 35, Suite 220, Round Rock, Texas 78664 or at any other place that the President may designate.

### **Section B Open Meetings**

All meetings of the Board of Directors shall be open to the public, provided that the Board may meet in closed (Executive) session to discuss matters deemed appropriate by the Board.



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## **Section C Regular and Special Meetings**

Regular meetings of the Board of Directors shall be held each month, or more frequently as deemed necessary by the Board of Directors. Special Meetings of the Board, for any purpose whatsoever, may be called by the President of the Board of Directors at any time upon the request of any of the following:

- 1) The President of the Board of Directors;
- 2) One-third of the Board of Directors;
- 3) The Chief Executive Officer; or
- 4) The Executive Committee of the Board of Directors;

## **Section D Notice of Board Meetings**

Notice of the date, time, and place of each Regular Meetings shall be given to Directors at the conclusion of each regular board meeting. The President of the Board of Directors shall make a good faith attempt to notify the Directors within forty-eight (48) hours either personally, by telephone, email, fax or by mail of the place, hour and the purpose of the Special Meeting. The meeting shall be set by the President not more than seventy-two (72) hours after the receipt of a request for a Special Meeting. If the President is unable to act, the next officer in line of authority shall call said meeting as provided above within seventy-two (72) hours.

## **Section E Waiver of Notice**

Attendance by a Director at any meeting of the Board of Directors for which the Director did not receive the required notice will constitute a waiver of such notice unless the Director objects at the beginning of the meeting to the transaction of business on the grounds that the meeting was not lawfully called or convened.

## **Section F Quorum**

Fifty-one (51%) of the current Directors (not counting vacancies) shall constitute a quorum for the purposes of convening a meeting or conducting business. At Board meetings where a quorum is present, a majority vote of the Directors attending shall constitute an act of the Board unless a greater number is required by the Articles of Incorporation or by any provision of these bylaws.

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## **Section G Actions without a Meeting**

Any action required or permitted to be taken by the Board of Directors under the Texas Non-Profit Corporation Act, the Articles of Incorporation, and these bylaws may be taken without a meeting, if a majority of Directors individually and collectively consent in writing, setting forth the action to be taken. Such written consent shall have the same force and effect as a unanimous vote of the Board.

## **Section H Proxies**

If fifty-one percent (51%) of the Directors are not physically present or represented by written proxy, at the Board meeting, the Secretary shall be allowed to contact an adequate number of directors by telephone such that a quorum can act on items requiring a vote. The Secretary shall record the yea or nay vote of the absent members and the name of the members.

## **Section I The President Shall Preside Over Meetings**

The President shall preside at all meetings of the Board of Directors and shall officially open all meetings of the general board. The President shall have such usual authority of supervision and management as may pertain to the office.

In the absence or disability of the President, the First Vice-President shall perform all duties of the President, in order of succession as identified in these bylaws, and with the advice and consent of the Board of Directors. The First Vice-President shall have such other powers and perform such other duties as from time to time may be prescribed for her or him by the Board of Directors or bylaws.

## **Section J Minutes**

The Secretary shall make complete and accurate records of the proceedings at each meeting of the Board, of the Executive Committee transcribe these records into minutes which reflect those proceedings, and, if applicable, shall receive and maintain the minutes of other Board committees. The minutes of each meeting shall be reviewed at the next meeting and approved by the Board and filed by the Secretary.

## **Section K Fiscal Records**

The Treasurer shall monitor the fiscal records of the corporation and oversee timely reporting to the funding agencies. The Treasurer shall present a monthly accounting of records and funds at each monthly Board meeting.

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## **Section L Board Media Liaison**

The Board Media Liaison serves as the primary spokesperson for the Board of Directors, and assists the Board, its members and the Chief Executive Officer by addressing the media, preparing press releases and media materials. The Board Media Liaison's full responsibilities are outlined in the position's job description.

## **Section M Attendance**

When a Director has been absent from two regular meetings in succession or from four regular meetings during each twelve (12) months without being excused by the Board, he or she will be considered for removal from the board at its next regular meeting. A Director who has been removed under this policy will be notified in writing of the board's action, and must reapply, be nominated and elected according to procedure.

## **Section N Leave of Absence – Director**

Hope Alliance Board of Directors may provide a leave of absence to its Directors when requested by the Director. To be eligible for a leave of absence, a Director must have been physically present at least 75% of board meetings in the last twelve months of their term of office, or since the inception of their term, whichever is greater, but shall not be granted unless a Director has served a minimum of 6 months. A Director must request in writing and be granted a leave of absence from the Hope Alliance Board President. The Director will then be removed from the active directorship until his or her return.

If the Director returns to active directorship within one year, the Director shall be automatically be reinstated. If a Director requests a leave of absence, and is unable to return to active Directorship within one year, the Director will be removed from the board, and must reapply, be nominated and elected according to Hope Alliance's Board procedures.

Members of the Board, who are granted a leave of absence, do not have voting powers, nor does their presence or absence from a Board Meeting effect the presence of a majority, quorum or other number of Directors required to perform an action.

## **ARTICLE VII Officers Section A Roster of Officers**

The Corporation shall have a President, (mandatory officer), a First Vice President, Past President or Second Vice President, Secretary (mandatory officer), and Treasurer. The Corporation may have, at the discretion of the Board of Directors, such other officers as

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may be elected by the Directors. One person may hold two or more offices, except those serving as President or Secretary.

## **Section B Terms of Officers**

All officers shall serve one year terms, commencing in April and concluding at the end of March.

## **Section C Election and Removal of Officers**

The election of Officers shall be conducted at the Board of Director's March meeting. A slate of Officers will be compiled by the Nominating Committee in January, presented in February and elections held in March.

Upon a majority vote of the Board of Directors, officers may remain in office until their successors have been elected. Officers may serve consecutive terms without limit, subject to the nominating and election procedures. The nomination of officers shall be by fifty-one (51%) of the remaining disinterested current, but by no less than three (3) disinterested Directors that are present at the meeting at which is nomination is recommended and shall be voted into office by two-thirds (2/3) of the remaining disinterested current Directors, but by no less than three (3) disinterested Directors, present at the March meeting.

Proxies shall not be considered during the nominating or election process unless the Director who has issued the proxy has completed and submitted, along with his or her proxy, a written ballot that contains their vote on the re-election of the Officer.

## **Section D Vacancies**

If a vacancy occurs during the term of office for any elected officer, the Board of Directors shall elect a new officer to fill the remainder of the term as soon as practical, by fifty-one (51%) of the remaining disinterested current Directors physically present at the meeting, but by no less than three (3) disinterested Directors. Such specially elected Officers shall serve out the remainder of the predecessor's term.

During times of vacancies, the board should follow the provision of Article VII, Section F, Officer Succession.

## **Section E Leave of Absence – Officer**

Hope Alliance Board of Directors may provide a leave of absence to its board officers when requested by the Officer. To be eligible for a leave of absence, an Officer must have been physically present at least 75% of board meetings in the last twelve months of their term of office, or since the inception of their term, whichever is greater, but shall not be granted unless a board officer has served a minimum 6 months. A board officer, other than

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the President, must request in writing and be granted a leave of absence from the Board President. The Board President must request in writing and be granted a leave of absence from the First Vice President. The Board Officer will then be removed from the active directorship until his or her return. The Succession of Officers, Article VII, Section F, shall be followed during the President and/or Secretary's absence.

If the board officer returns to active directorship within one year, the board officer shall be automatically reinstated. If a Director requests a leave of absence, and is unable to return to active directorship within one year, the Director will be removed from the board, and must reapply, be nominated and elected according to Hope Alliance's Board procedures.

Officers of the Board, who are granted a leave of absence, do not have voting powers, nor does their presence or absence from a Board Meeting effect the presence of a majority, quorum or other number of Directors required to perform an action.

### **Section F Officer Succession**

In the event that the President is unable or unwilling to act, the First Vice President may assume the duties of the President until a new President can be elected. In the event that the First Vice President is unable or unwilling to act, the Past President/Second Vice President may assume the duties of the President until a new President can be elected. In the event the Secretary is unable or unwilling to Act the Treasurer may assume those duties until a new Secretary can be elected. Under no circumstances shall the position of President and Secretary be held by the same individual.

### **Section G Removal of Officer**

Any officer elected by the Board, may be removed from office by the Board at any regular or special meeting, upon good cause shown and as outlined in Article III, Section I.

## **ARTICLE VIII Chief Executive Officer Section A**

The Chief Executive Officer of the corporation shall have the responsibility for the general management and administration of the corporation, including the authority to employ and terminate other staff personnel.

### **Section B**

The Chief Executive Officer may increase the staff as necessary for the operation of the corporation and within the limitations of available funding. The Chief Executive Officer shall adhere to the personnel policies and procedures established by the Board of Directors.

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## **Section C**

The Chief Executive Officer shall be employed and terminated by the Board of Directors.

## **Section D**

The books and records of the corporation shall be kept by the Chief Executive Officer and shall be available at reasonable times for inspection by Directors of the corporation and others at the discretion of the Chief Executive Officer.

## **ARTICLE IX**

### **Operations**

#### **Section A**

##### **Execution of Documents**

Unless specifically authorized by the Board of Directors or as otherwise required by law or by provision in these bylaws, all final contracts, deeds, conveyances, promissory notes, or legal written instruments executed in the name of and on behalf of the Corporation shall be signed and executed by the Chief Executive Officer and the President (or such other person designated by the Board of Directors), pursuant to the general authorization of the Board or as otherwise permitted by these bylaws. All conveyances of land by deed shall be signed by the President and two other members of the Executive Committee and must be approved by a resolution of the Board of Directors.

#### **Section B**

##### **Disbursement of Funds**

The Corporation shall abide by its disbursement of funds policy.

The Chief Executive Office along with an officer of the Board may release payroll for direct deposit. The officer of the Board releasing payroll for direct deposit may give their approval by initialing the payroll/check register or may indicate their approval by email, fax or other written communication.

#### **Section C**

##### **Procurement Policy**

The Corporation shall abide by its procurement policy.

#### **Section D**

##### **Records**

The Corporation will keep correct and complete financial records and will also keep minutes of the proceedings of the Board Meetings and Committees. The Corporation will keep at its principal place of business the original or a copy of its bylaws, including amendments to date certified by the Secretary of the Corporation.

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## **Section E Amendments**

The Board of Directors may adopt Articles of Amendment (amending the Articles of Incorporation), by a vote of two-thirds of Directors present at a meeting where a quorum is present. The bylaws may be amended at any time by a vote of the majority of Directors at a meeting where a quorum is present.

## **Section F Fiscal Year**

The fiscal year for the Corporation will be the calendar year, January 1 to December 31.

## **Section G Audit**

The Corporation shall have an annual audit to be completed by September of each year for the previous fiscal year. The audit finding shall be presented to the Executive Committee who will report on the audit to the full board.

## **ARTICLE X Grievances**

The Corporation shall handle grievances in accordance with its Policies and Procedures.

## **Certification**

I hereby certify that these bylaws were revised and adopted by the Board of Directors of the Williamson County Crisis Center d/b/a Hope Alliance by email vote on January 23, 2019.

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Secretary of the Board