

By Laws

BYLAWS OF COMMUNITY MADE

Adopted on July 1st 2025

ARTICLE I: NAME AND PURPOSE

1. **Name:** The name of the organization shall be **Community Made**.
2. **Purpose:** To foster community development and collaboration by creating opportunities that connect individuals, businesses, and organizations. Through programs emphasizing economic development, education, engagement, and empowerment, Community Made aims to strengthen relationships, support local initiatives, and create a thriving, interconnected community.
3. **Target area:** Initial CDC boundaries include 15th street, Cheltenham avenue, 13th street, and Godfrey Avenue. Our interested and programing efforts extent to the larger community

ARTICLE II: MEMBERSHIP

1. **Membership Eligibility:** Community Made shall have members. Members are individuals who have contributed meaningfully to its mission within the last twelve (12) months. Contributions may include time, resources, skills, or other forms of support, as determined by the Board of Directors.
2. **Membership Rights and Responsibilities:**
 - Members shall have the right to attend member meetings, receive communications, and provide input on organizational activities.
 - Members are granted voting rights on specified matters, such as the election of directors, changes to the mission, or other decisions as determined by the Board.
 - Members are expected to support the mission of Community Made and uphold its values.
 - All details can be found in the **Community Engagement** Handbook.
3. **Admission of Members:** An individual shall become a member by meeting the eligibility criteria and being recognized as such by the Board or its designated Community Engagement Committee.

4. **Duration and Renewal of Membership:** Membership is valid for twelve (12) months from the date of last qualifying activity. Continued membership is contingent upon ongoing participation or contribution within each 12-month period. It is the duty of the membership committee to maintain accurate and up to date records.
5. **Termination of Membership:** Membership may be terminated if a member becomes inactive (no qualifying contribution in the past 12 months) or engages in conduct that is significantly harmful to the organization's mission or community. Termination shall be determined by the Board or its designated Membership Committee.
6. **Meetings of Members:** The organization may hold annual or special meetings of the membership to share updates, gather feedback, and vote on matters requiring member input. Notice of such meetings shall be provided at least fifteen (15) days in advance. All meetings, including board meetings are open to members unless the agenda specifies any confidential or sensitive business.

ARTICLE III: EXECUTIVE BOARD OF DIRECTORS

1. **General Powers:** The Board of Directors shall oversee the governance, strategy, and financial health of Community Made.
2. **Number:** The Board shall consist of nine (9) executive directors. Community Made operates as a working board during its growth phase, with the intention to add independent or advisory directors as capacity increases.
3. **Term:** Directors shall serve renewable two-year terms and shall continue in office until they resign, are removed, or a successor is elected.
 - A director may resign by providing written notice to the Board. Any resignations have 25 days to complete the position's succession procedures.
 - A director shall be removed by at least a 67% vote of the Board for inactivity, misconduct, conflict of interest, violation of fiduciary duties, or other reasons deemed appropriate. Removed directors may be eligible for reelection after one full term cycle, subject to board and membership approval.
4. **Election:** New directors shall be elected each year by a majority vote of the current participating members, with elections held no later than June 10th. All

members must be notified of the upcoming election and the current ballot of candidates no later than April 25th each year. Newly elected directors must be fully seated and assume their duties by July 25th. No amendments to the bylaws can be passed between May 1st and July 25th. No business shall be planned by the outgoing board that extends beyond July 25th, to ensure a smooth transition of leadership.

5. **Vacancies:** Any vacancy on the Board shall be filled by a majority vote of participating members during the regular election cycle or an emergency election meeting may take place anytime as long as a quorum of board members approves and members are given at least thirty (30) days notice.
6. **Meetings:** The Board shall hold at least once per month meetings annually.
7. **Quorum:** 50% + 1 of the Board shall constitute a quorum for the transaction of business.
8. **Board Voting:** Board decisions require a quorum vote to pass. If quorum is not met, decisions may not proceed until quorum is achieved or, if appropriate, the matter may be brought to a vote of the full membership by majority vote. In the event of a tie among members, the Community Engagement Chair shall cast the deciding vote, as this role is charged with representing the voice of the broader membership.

ARTICLE IV: EXECUTIVE BOARD POSITIONS

Eligibility to hold any Executive Board position include, being at least 18 years of age. Demonstrating a clear commitment to the mission and values of Community Made. Being proficient in the organization's standard communication and collaboration tools (e.g., Google Workspace, email, virtual meeting platforms). Continued Executive Board participation requires the ability to meet ongoing commitments. **See more under [Roles & Responsibilities](#).

1. **President**
2. **Vice President**
3. **Finance Manager**
4. **Communications Manager**
5. **Social Media Manager**
6. **Visual Design Manager**
7. **Fundraising Manager**

- 8. Community Engagement Manager**
- 9. Events Coordinator**

ARTICLE V: COMMITTEES

- 1. Committee Leadership:**
 - Each Executive Board member automatically serves as Chairperson of their functional committee (e.g. Fundraising Chair leads Fundraising Committee). Unless a suitable volunteer is appointed or elected.
 - The President, Vice President, and Finance Manager do not typically lead separate committees, as their roles are integrative. However, they may lead committees as needed.
- 2. Creation of Standing Committees:**
 - The creation of a new standing committee requires Board approval and a vote to elect which Executive Board member will lead the committee to provide appropriate oversight.
 - A draft committee handbook outlining the purpose, scope, governance, and success metrics must be submitted before a vote to establish the committee.
- 3. Governance of Committees:**
 - All standing committees must be chaired by an Executive Board member in the absence of a suitable volunteer.
 - Standing committees will submit an annual review of their work for board evaluation.
- 4. Temporary Committees:**
 - The Board may create temporary committees for specific short-term initiatives.
 - Temporary committees may be chaired by non board members. An Executive Board member must supervise the chairperson and will dissolve the committee upon completion of their purpose or by a sunset date specified at their creation.
 - Dissolution reports must be submitted by the supervising Executive Board Member.

ARTICLE VI: AMENDMENTS

1. **Amendments:** These Bylaws may be amended by a quorum vote of the Executive Board of Directors, provided that written notice of the proposed amendment has been given at least three (3) weeks in advance. No amendments to the bylaws can be passed between May 1st and July 25th except when required for legal, financial, or compliance purposes.

ARTICLE VII: DISSOLUTION

1. **Dissolution:** Upon dissolution of Community Made, any remaining assets shall be distributed to another nonprofit organization with similar purposes, as determined by the Board of Directors.
 - Dissolution proceedings shall be initiated if the Board dwindles to fewer than 3 executive directors unless the Board adopts an emergency plan to restore participation within 6 months.

Code of Conduct

Community Made is committed to fostering a culture of integrity, transparency, and accountability. This Code of Conduct outlines the expectations for all board members, officers, volunteers, and representatives of the organization.

Commitment to Mission and Values

All individuals associated with Community Made must act in a manner that upholds the organization's mission to support the East Oak Lane community and surrounding areas. Decisions should align with the best interests of the community we serve.

Conflict of Interest

- All Board of Directors must disclose any actual or potential conflicts of interest.
- Individuals must recuse themselves from decisions where a conflict exists.
- A conflict of interest arises when personal, financial, or other interests interfere with the organization's work.

Fiduciary Responsibility

- All Board of Directors must act in good faith and in the best financial interest of Community Made.
- Funds must be used responsibly and solely for advancing the organization's mission.
- No individual may use their position for personal gain.

Professionalism and Respect

- All interactions should be conducted with respect, honesty, and fairness.
- Community Made encourages informal resolution of disputes when possible. Formal grievances may be submitted in writing to the Board for review.
- Differences in opinion should be discussed constructively.

Confidentiality

- Community Made operates with a commitment to transparency and openness. However, certain sensitive matters, such as personnel issues, pending agreements, and unresolved legal matters, must remain confidential until appropriate for public sharing.
- Personal information of community members, partners, or donors must be protected.

Compliance with Laws and Policies

- Community Made and its representatives must adhere to all applicable laws, regulations.
- Any suspected legal violations should be reported to the Board of Community Made.

Accountability and Enforcement

Acting outside of the expectations and values of the organization—including transparency, integrity, inclusivity, accountability, and ethical conduct—constitutes a violation of this Code of Conduct. All board and committee members are expected to act in good faith and in alignment with Community Made’s mission at all times.

If a formal complaint is submitted (form and process to be provided), the following applies:

- **All parties involved**—including board members, committee members, and members—agree to cooperate fully with any internal review or investigation initiated by the organization.
- This includes, but is not limited to:
 - Attending mediation, arbitration, or other facilitated conflict resolution sessions
 - Submitting relevant communications such as emails, text messages, or meeting records
 - Responding to information requests in a timely and complete manner

- **Refusal to cooperate**, withholding relevant information, or engaging in retaliatory behavior may result in disciplinary action, including removal from the board or committee.
- Violations of this Code of Conduct may result in disciplinary action, including removal from the Board or other roles.
- Any concerns should be reported to the Board for review.
- Continued engagement is expected from all board members, officers, and members. Inactivity, defined as a lack of participation in meetings, communications, or organizational activities for more than three (3) months without communication, may result in removal from roles after a review by the Board.

The goal of any investigation is to uphold our shared values, address harm, and move forward in a spirit of growth, accountability, and community care. By serving in any capacity with Community Made, individuals agree to uphold this Code of Conduct and contribute to a positive, ethical, and inclusive organizational culture.