

# NON-PROFIT CORPORATE BYLAWS

## ARTICLE I

### NAME

#### **1.01 Name**

The name of this corporation shall be Juara Foundation, hereinafter “the Corporation” or “the Foundation.” The business of the Corporation may be conducted as Juara Foundation or The Juara Foundation.

## ARTICLE II

### PURPOSES AND POWERS

#### **2.01 Purpose**

The purpose of Juara Foundation is to receive and administer funds to, in areas of conservation interest: provide education, healthcare, and sustainable technologies; provide education and research opportunities to American ambassadors and volunteers abroad in these communities; provide support for volunteers working on education, research, or other outreach projects; promote long-term solutions to problems of environmental protection; build partnerships with governments, universities, and nonprofit and for-profit ventures, to facilitate education, healthcare, research, and sustainability. Notwithstanding anything herein, the purposes of this corporation are limited exclusively to exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

#### **2.01a Further Explanation of Purpose**

Juara Foundation is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

Juara Foundation is dedicated to conservation efforts through collaboration with local communities and expansion of educational opportunities. The Foundation works to connect American researchers, volunteers, and students with foreign residents of areas with high conservation value because the best way to preserve these crucial areas is to foster an exchange of ideas, sense of urgency, and friendship across the communities. Specifically, the Foundation aims to enhance education, sustainability, conservation, and international diplomacy both in the US and abroad.

To maximize its impact on current efforts, the Corporation may seek to collaborate with other non-profit organizations which fall under the 501(c)(3) section of the Internal Revenue Code and are operated exclusively for educational and charitable purposes. The Corporation also will collaborate with foreign non-profits and universities in activities that fall under 501(c)(3) of the

Internal Revenue Code. Additionally, we will facilitate partnerships with governments and for-profit ventures to encourage sustainable use and management of natural resources.

### **2.03 Powers**

The Corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the Corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the Corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

### **2.04 Nonprofit Status and Exempt Activities Limitation**

*(a) Nonprofit Legal Status.* Juara Foundation is a Michigan non-profit public benefit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.

*(b) Exempt Activities Limitation.* Notwithstanding any other provision of these Bylaws, no director, officer, employee, member, or representative of this corporation shall take any action or carry on any activity coming under the authority of or pertaining to the Corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the Corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.

*(c) Distribution Upon Dissolution.* Upon termination or dissolution of Juara Foundation, any assets lawfully available for distribution shall be distributed to one or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute), which organization or organizations have a charitable purpose that includes a purpose similar to Juara Foundation.

The organization to receive the assets of Juara Foundation hereunder shall be selected in the discretion of a majority of the managing body of the Corporation, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against Juara Foundation, by one or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of Michigan.

In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to the Juara Foundation, then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of Michigan to be added to the general fund.

## **ARTICLE III**

### **MEMBERSHIP**

#### **3.01 No Membership Classes**

The Corporation shall have no members who have any right to vote or title or interest in or to the Corporation, its properties and franchises.

#### **3.02 Non-Voting Affiliates**

The Board of Directors may approve classes of non-voting affiliates with rights, privileges, and obligations established by the Board. Affiliates may be individuals, businesses, and other organizations that seek to support the mission of the Corporation. The board, a designated committee of the Board, or any duly elected officer in accordance with board policy, shall have authority to admit any individual or organization as an affiliate, to recognize representatives of affiliates, and to make determinations as to affiliates' rights, privileges, and obligations. At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the Board of Directors, affiliates may be given endorsement, recognition and media coverage at fundraising activities, clinics, other events or at the Corporation website. Affiliates have no voting rights, and are not members of the Corporation.

#### **3.03 Dues**

Any dues for affiliates shall be determined by the Board of Directors.

## **ARTICLE IV**

### **BOARD OF DIRECTORS**

#### **4.01 Number of Directors**

Juara Foundation shall have a Board of Directors consisting of at least three and no more than nine directors. Within these limits, the Board may increase or decrease the number of directors serving on the Board, including for the purpose of staggering the terms of directors. Juara Foundation will attempt to keep odd numbers of directors in order to facilitate majority votes, and will attempt to maintain at minimum five directors at any given time.

#### **4.02 Powers**

All corporate powers shall be exercised by or under the authority of the Board and the affairs of the Juara Foundation shall be managed under the direction of the Board, except as otherwise provided by law.

#### **4.03 Terms**

(a) *Length.* All directors shall be elected to serve a five-year term, however the term may be extended until a successor has been elected.

(b) *Staggered Terms.* Director terms may be staggered so that approximately half the number of directors will end their terms in any given year.

(c) *Succession.* Directors may serve terms in succession.

(d) *Beginning and Ending of Terms.* The term of office shall be considered to begin October 1 and end September 30 of the fifth year in office, unless the term is extended until such time as a successor has been elected.

(e) *Term Limits.* There shall be no limit to number of terms or number of successive terms served by directors.

#### **4.04 Qualifications and Election of Directors**

In order to be eligible to serve as a director on the Board of Directors, the individual must be at least 15 years of age possessing creative and new ideas. Directors may be elected at any board meeting by a unanimous-minus-one vote of the existing Board of Directors. The election of directors to replace those who have fulfilled their term of office shall take place in September of years in which elections are necessary.

#### **4.05 Vacancies**

The Board of Directors may fill vacancies due to the expiration of a director's term of office, resignation, death, or removal of a director or may appoint new directors to fill a previously unfilled board position, subject to the maximum number of directors under these Bylaws.

(a) *Unexpected Vacancies.* Vacancies in the Board of Directors due to resignation, death, or removal shall be filled by the Board for the balance of the term of the director being replaced.

(b) *Timeframe for Filling Vacancies.* Vacancies will be filled as quickly as deemed reasonable by remaining members of the Board.

#### **4.06 Removal of Directors**

A director may be removed by a unanimous vote of other directors then in office, if:

(a) *Absence.* The director is absent and unexcused from two or more meetings of the Board of Directors in a twelve month period. The President is empowered to excuse directors from

attendance for a reason deemed adequate by the President. The President shall not have the power to excuse him/herself from the Board meeting attendance and in that case, the Board Vice President shall excuse the President. Or:

*(b) Cause or No Cause.* Before any meeting of the Board at which a vote on removal will be made the director in question is given electronic or written notification of the Board's intention to discuss her or his case and is given the opportunity to be heard at a meeting of the Board. Any board member may bring a vote for removal without specifying a reason.

#### **4.07 Board of Directors Meetings**

*(a) Regular Meetings.* The Board of Directors shall have a minimum of two regular meetings each calendar year at times and places fixed by the Board. Board meetings shall be held upon two weeks' notice by email or telephone. Notice of meetings shall specify the place, day, and hour of meeting. Meetings may be held via videoconference or teleconference if necessary.

*(b) Special Meetings.* Special meetings of the Board may be called by the President, Vice President, Secretary, Treasurer, or any two other directors of the Board of Directors. A special meeting must be preceded by at least two weeks' notice to each director of the date, time, and place, but not the purpose, of the meeting. These meetings must accommodate geographic disparity and may be held via videoconference or teleconference.

*(c) Waiver of Notice.* Any director may waive notice of any meeting, in accordance with Michigan law.

#### **4.08 Manner of Acting**

*(a) Quorum.* A majority of the directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the Board. No business shall be considered by the Board at any meeting at which a quorum is not present.

*(b) Majority Vote.* Except as otherwise required by law or by the Articles of Incorporation or by these Bylaws, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board.

*(C) Hung Board Decisions.* On the occasion that directors of the Board are unable to make a decision based on a tied number of votes, the President or Treasurer in the order of presence shall have the power to swing the vote based on his or her discretion.

*(d) Participation.* Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephone conference call.

#### **4.09 Compensation for Board Service**

Directors shall receive no compensation for carrying out their duties as directors. The Board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out Board responsibilities, such as travel expenses to attend Board meetings.

#### **4.10 Compensation for Professional Services by Directors**

Directors are not restricted from being remunerated for professional services provided to the Corporation. Such remuneration shall be reasonable and fair to the Corporation and must be reviewed and approved in accordance with the Board Conflict of Interest policy and state law.

### **ARTICLE V**

#### **COMMITTEES**

##### **5.01 Committees**

The Board of Directors may, by the resolution adopted by a majority of the directors then in office, designate one or more committees, each consisting of one or more directors with any number of non-directors, to serve at the pleasure of the Board. Any committee, to the extent provided in the resolution of the Board, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

- (a) Take Final Action.* No committee may take any final action on matters which also require board members' approval or approval of a majority of all members.
- (b) Fill Board Vacancies.* No committee may fill vacancies on the Board of Directors.
- (c) Change Bylaws.* No committee may amend or repeal Bylaws or adopt new Bylaws.
- (d) Change Board Resolutions.* No committee may amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or repealable.
- (e) Appoint Committees.* No committee may appoint any other committees of the Board of Directors or the members of these committees.
- (f) Expend Funds.* No committee may expend corporate funds to support a nominee for director.
- (g) Approve Transactions.* No committee may approve any transaction with corporate funds to which the Corporation is a party and one or more directors have a material financial interest, or between the Corporation and one or more of its directors or between the Corporation or any person in which one or more of its directors have a material financial interest.

##### **5.2 Meetings and Action of Committees**

Meetings and action of the committees shall be governed by and held and taken in accordance with, the provisions of Article IV of these Bylaws concerning meetings of the directors, with

such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the Board of Directors or by resolution of the committee. Special meetings of the committee may also be called by resolution of the Board of Directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The Board of Directors may adopt rules for the governing of the committee not inconsistent with the provision of these Bylaws.

### **5.3 Informal Action By The Board of Directors**

Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an email transmission from an email address on record constitutes a valid writing. The intent of this provision is to allow the Board of Directors to use email to approve actions, as long as a quorum of board members gives consent.

## **ARTICLE VI**

### **OFFICERS**

#### **6.01 Board Officers**

The officers of the Corporation shall be a President, Vice President, Secretary, Treasurer, and Communications Officer, all of whom shall be chosen by, and serve at the pleasure of, the Board of Directors. Each Board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the Board or by direction of an officer authorized by the Board to prescribe the duties and authority of other officers. The Board may also appoint additional Vice Presidents and such other officers as it deems expedient for the proper conduct of the business of the Corporation, each of whom shall have such authority and shall perform such duties as the Board of Directors may determine. One person may hold two or more board offices, but no board officer may act in more than one capacity where action of two or more officers is required.

#### **6.02 Term of Office**

Each officer shall serve a one-year term of office and may not serve more than three consecutive terms of office. Unless unanimously elected by the Board at the end of his/her three year terms or to fill a vacancy in an officer position, each board officer's term of office shall begin upon the adjournment of the Board meeting at which elected and shall end upon the adjournment of the Board meeting during which a successor is elected.

### **6.03 Removal and Resignation**

The Board of Directors may remove an officer at any time, with or without cause. Any officer may resign at any time by giving written notice to the Corporation without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary to make it effective. The removal or resignation of an officer shall not affect their standing as a member of the Board.

### **6.04 President**

The President shall be the chief volunteer officer of the Corporation. The President shall lead the Board of Directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the Board of Directors, and shall perform all other duties incident to the office or properly required by the Board of Directors. The President shall also be responsible for ensuring proper and timely filing of forms and sending of newsletters.

### **6.05 Vice President**

In the absence or disability of the President, the ranking Vice President or Vice President designated by the Board of Directors shall perform the duties of the President. When so acting, the Vice President shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall have such other powers and perform such other duties prescribed for them by the Board of Directors or the President. The Vice President shall normally accede to the office of President upon the completion of the President's term of office.

### **6.06 Secretary**

The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of directors and committees of directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The Secretary shall cause notice to be given of all meetings of directors and committees as required by the Bylaws. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the President. The Secretary may appoint, with approval of the Board, a director to assist in performance of all or part of the duties of the Secretary.

### **6.07 Treasurer**

The Treasurer shall be the lead director for oversight of the financial condition and affairs of the Corporation. The Treasurer shall oversee and keep the Board informed of the financial condition of the general fund of the Corporation and of audit or financial review results. In conjunction with other directors or officers, the Treasurer shall oversee budget preparation and shall ensure



that appropriate financial reports, including an account of major transactions and the financial condition of the Corporation, are made available to the Board of Directors on a timely basis or as may be required by the Board of Directors. The Treasurer shall perform all duties properly required by the Board of Directors or the President. The Treasurer may appoint, with approval of the Board a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the Treasurer. The Treasurer shall oversee, but not be directly responsible for, the accounting of individual projects. Project-sponsoring directors (see Section 8.02a) shall report financial information to the Treasurer regularly.

#### **6.08 Communications Officer**

The Communications Officer is responsible for creating and maintaining accounts for the Corporation to communicate with the public via social media technologies. The Communications Officer is also responsible for making sure that content is generated for these communication avenues, though the creation of this content is not the responsibility of solely the Communications Officer.

#### **6.09 Non-Director Officers**

The Board of Directors may designate additional officer positions of the Corporation and may appoint and assign duties to other non-director officers of the Corporation.

### **ARTICLE VII**

#### **CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS**

##### **7.01 Contracts and Other Writings**

Except as otherwise provided by resolution of the Board or board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the Corporation shall be executed on its behalf by the Treasurer or other persons to whom the Corporation has delegated authority to execute such documents in accordance with policies approved by the Board, including for expenses of under \$1000, the sponsoring director of a project or an agent selected by that sponsoring director.

##### **7.02 Checks, Drafts**

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness 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.

##### **7.03 Deposits**

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depository as the Board or a designated committee of the Board may select.

#### **7.04 Loans**

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

#### **7.05 Company Cards**

The Corporation may possess credit and debit cards, which authorized directors and agents may use. The Treasurer shall be responsible for ensuring timely payments of credit card bills and ensuring no account is overdrawn.

#### **7.06 Account Balances**

Accounts shall not be overdrawn, and a minimum balance of \$100 shall be kept in the general fund account (see Section 8.04) at all times. Project accounts may have balances of less than \$100.

#### **7.07 Hiring and Employees**

Nobody shall be hired for pay to conduct the business of Juara Foundation, but individuals may be contracted for services as part of projects.

#### **7.08 Indemnification**

*(a) Mandatory Indemnification.* The Corporation shall indemnify a director or former director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a director of the Corporation against reasonable expenses incurred by him or her in connection with the proceedings.

*(b) Permissible Indemnification.* The Corporation shall indemnify a director or former director made a party to a proceeding because he or she is or was a director of the Corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.

*(c) Advance for Expenses.* Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the Board of Directors in the specific case, upon receipt of (I) a written affirmation from the director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and (II) an undertaking by or on behalf of the director, officer, employee or agent to repay such amount,

unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation in these Bylaws.

*(d) Indemnification of Officers, Agents and Employees.* An officer of the Corporation who is not a director is entitled to mandatory indemnification under this article to the same extent as a director. The Corporation may also indemnify and advance expenses to an employee or agent of the Corporation who is not a director, consistent with Michigan Law and public policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the Board or by contract.

## ARTICLE VIII

### PROJECT FORMAT AND MANAGEMENT

#### **8.01 Project Format**

Juara Foundation will be managed on a project format. Actions of the Corporation will be organized under projects. Each project will have its own funding, with its own individual objectives that fit into the purposes of the Corporation.

#### **8.02 Project Proposal**

*(a) Proposers.* Any director may propose a project at a board meeting or by email to all other directors. This director is known as the Sponsoring Director.

*(b) Proposal Requirements.* A proposal, at minimum, must include: (1) title, (2) start date, (3) duration, (4) budget, (5) funding description, (6) brief project description, (7) project objectives, (8) how the project objectives advance the purpose of the Corporation, and (9) obligations of the Corporation. The Board of Directors may choose to require more information depending on the project.

*(c) Approval of a Proposal.* A project, in order to be approved, must obtain a unanimous-minus-one vote by the Board of Directors. Approval means the project is adopted by the Corporation and the Corporation agrees to fulfill its obligations to the project.

#### **8.03 Project Funding**

Projects shall be funded individually or by broad fundraising efforts. Funds donated to a specific project will be only used for that project. Funds not donated to a specific project can be allocated to any project or projects as the Corporation decides.

#### **8.04 General Fund**

A general account, funded by general donations to Juara Foundation, shall be maintained to pay for general costs and to provide additional discretionary funding to projects.

*(a) General Costs Kept Low.* Juara Foundation will attempt to reduce general corporation costs as much as possible in order to maximize the amount of funding that contributes to projects and purposes of the Corporation.

*(b) Approved General Costs.* Among general costs that shall be paid from the general fund without further approval by majority vote of the Board of Directors are: (1) web hosting and domain costs; (2) newsletter distribution costs; (3) costs associated with filing taxes or business documents; (4) costs for communications to hold board meetings; and (5) any bank fees or international fees associated with projects or other expenditures.

### **8.05 Project Execution**

Projects will be executed by their sponsoring directors.

*(a) Responsibility of Sponsoring Directors.* Sponsoring directors are responsible to execute the project in good faith, using funding appropriately in accordance with the project proposal and adhering to objectives to fulfill the purpose of the Corporation.

*(b) Payment from Project Accounts.* Directors responsible for projects may pay from project accounts as agents of the Corporation, or delegate to other project contributors the ability to make payments as agents of the Corporation, in order to execute projects for expenses of no more than \$1000. Expenses greater than \$1000 may be made only after a majority of the directors agree that it is appropriate for the execution of the project.

*(c) Receipts.* Sponsoring directors must collect receipts for all purchases of goods or services for projects. Receipts should be organized and presented to the Board of Directors with a spreadsheet that reports vendor, value, transaction date, expense category, and a description of items purchased.

(i) Receipts for completed projects are due to the Treasurer within three weeks of project completion.

(ii) Receipts for projects with a status of “ongoing” on August 31 are due to the Treasurer on that date.

### **8.06 Project Completion**

*(a) Completion.* A project is considered completed at 11:59 PM Eastern Time on the date specified in the proposal, unless either of the following occurs:

*(i) Extension.* A Project Sponsor may apply to the Board for either a Funded Extension or a No-Cost Extension. The Board will vote whether to grant a Funded Extension, a No-Cost Extension, or not to extend the project. In order to grant a Funded Extension, the Board must reach a unanimous-minus-one decision. In order to grant a No-Cost Extension, a majority of Directors must approve.

(ii) *Termination.* A project may be terminated at any time by a majority-minus-one of directors. The termination will be considered effective at the completion of the meeting in which the vote takes place.

(b) *Remaining Funds.* Any funds remaining for a project upon its completion or termination revert to the General Fund or to donors, depending on the circumstances, at the Board's discretion or on conditions of donations.

## ARTICLE IX

### MISCELLANEOUS

#### **9.01 Books and Records**

The Corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its Board of Directors, a record of all actions taken by Board of Directors without a meeting, and a record of all actions taken by committees of the Board. In addition, the Corporation shall keep a copy of the Corporation's Articles of Incorporation and Bylaws as amended to date.

#### **9.02 Fiscal Year**

The fiscal year of the Corporation shall be from October 1 to September 30 of each year.

#### **9.03 Conflict of Interest**

The board shall adopt and periodically review a conflict of interest policy to protect the Corporation's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, affiliate, or member of a committee with board-delegated powers.

#### **9.04 Nondiscrimination Policy**

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of Juara Foundation not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

#### **9.05 Bylaw Amendment**

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the Board of Directors then in office at a meeting of the Board.

(a) *Amendments not Permitted by 501(c)(3).* No amendment shall be made to these Bylaws which would cause the Corporation to cease to qualify as an exempt corporation under Section

501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,

*(b) Voting Right Amendments.* An amendment that does affect the voting rights of directors further requires ratification by a two-thirds vote of a quorum of directors at a Board meeting.

*(c) Consistency with Articles of Incorporation.* All amendments shall be consistent with the Articles of Incorporation.

## ARTICLE X

### COUNTERTERRORISM AND DUE DILIGENCE POLICY

#### **10.01 Policy**

In furtherance of its exemption by contributions to other organizations, domestic or foreign, Juara Foundation shall stipulate how the funds will be used and shall require the recipient to provide the Corporation with detailed records and financial proof of how the funds were utilized.

Although adherence and compliance with the US Department of the Treasury's publication the "Voluntary Best Practice for US. Based Charities" is not mandatory, the Corporation will fully and voluntarily recognize these guidelines and suggestions to reduce, develop, re-evaluate and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

Juara Foundation shall also recognize the federal guidelines, suggestion, laws and limitation set forth by pre-existing U.S. legal requirements related to combating terrorist financing, which include, but are not limited to, various sanctions programs administered by the Office of Foreign Assets Control (OFAC) in regard to its foreign activities.

## ARTICLE XI

### DOCUMENT RETENTION POLICY

#### **11.01 Purpose**

The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of Juara Foundation records.

#### **11.02 Policy**

*(a) General Guidelines.* Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense that can grow unreasonably if good

housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records. The Corporation shall maintain records in electronic form, physical form, or both.

From time to time, Juara Foundation may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

*(b) Exception for Litigation Relevant Documents.* Juara Foundation expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the Juara Foundation informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

*(c) Minimum Retention Periods for Specific Categories.*

(i) Corporate Documents. Corporate records include the Corporation's Articles of Incorporation, Bylaws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

(ii) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the Corporation's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

(iii) Employment Records and Personnel Records. State and federal statutes require the Corporation to keep certain recruitment, employment and personnel information. The Corporation should also keep personnel files that reflect performance reviews and any complaints brought against the Corporation or individual employees under applicable state and federal statutes. The Corporation should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

(iv) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the Corporation's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three years by the Corporation.

(v) Press Releases and Public Filings. The Corporation should retain permanent copies of all press releases and publicly filed documents under the theory that the Corporation should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Corporation.

(vi) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

(vii) Marketing and Sales Documents. The Corporation should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

(viii) Development and Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the Corporation and are protected as a trade secret where the Corporation: derives independent economic value from the secrecy of the information; and has taken affirmative steps to keep the information confidential. The Corporation should keep all documents designated as containing trade secret information for at least the life of the trade secret.

(ix) Contracts. Final, execution copies of all contracts entered into by the Corporation should be retained. The Corporation should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

(x) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.

(xi) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.

(xii) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

(xiii) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three years.



*(d) Electronic Mail.* Email that needs to be saved may be saved in digital form on online servers, disks, drives, chips, or cards, or in print form.

## ARTICLE XII

### Transparency and Accountability, Disclosure of Financial Information to the General Public

#### **12.01 Purpose**

By making full and accurate information about its mission, activities, finances, and governance publicly available, Juara Foundation practices and encourages transparency and accountability to the general public. The purpose of this Article is to:

- (a) Indicate which documents and materials produced by the Corporation are presumptively open to staff and/or the public.
- (b) Indicate which documents and materials produced by the Corporation are presumptively closed to staff and/or the public.
- (c) Specify the procedures whereby the open/closed status of documents and materials can be altered.

#### **12.02 News and Information**

*(a) Website.* A website shall be maintained to keep members, donors, and the general public apprised of the status of projects and other corporation activities.

*(b) Newsletters.* At minimum, two newsletters per year shall be available upon request and sent out to interested members and interested people in the general public via email.

*(c) Social Media.* Juara Foundation shall maintain a presence on social media websites to interact with the public.

#### **12.02 Financial and IRS documents (Form 1023 and Form 990)**

Juara Foundation shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, Bylaws, Conflict of Interest policy, and financial statements to the public for inspection free of charge.

#### **12.03 Means and Conditions of Disclosure**

Juara Foundation shall make widely available the aforementioned documents on its website to be viewed and inspected by the general public.

*(a) Format.* The documents shall be posted in a format that allows an individual using the Internet to access, download, view and print them in a manner that exactly reproduces the image of the original document filed with the IRS (except information exempt from public disclosure requirements, such as contributor lists).

*(b) Website.* The website shall clearly inform readers that the document is available and provide instructions for downloading it.

*(c) Downloads.* Juara Foundation shall not charge a fee for downloading the information. Documents shall not be posted in a format that would require special computer hardware or software (other than software readily available to the public free of charge).

*(d) Requests.* Juara Foundation shall inform anyone requesting the information where this information can be found, including the web address. This information must be provided immediately for in-person requests and within seven days for mailed requests.

#### **12.04 IRS Annual Information Returns (Form 990)**

Juara Foundation shall submit the Form 990 to its Board of Directors prior to the filing of the Form 990. While neither the approval of the Form 990 or a review of the 990 is required under Federal law, the Corporation's Form 990 shall be submitted to each member of the Board of director's via (hard copy or email) at least 10 days before the Form 990 is filed with the IRS.

#### **12.05 Board**

*(a) Board Deliberations.* Board deliberations and private communications may be made available to the general public through a request and unanimous vote of the Board.

*(b) Board Minutes.* All Board minutes shall be available to the public upon request once accepted by the Board, except where the Board passes a motion to make a specific portion confidential.

*(c) Materials.* All papers and materials considered by the Board shall may be open to the public upon request and a unanimous vote following the meeting at which they are considered.

#### **12.06 Staff Records**

*(a) Staff Consultation.* All staff records shall be available for consultation by the staff member concerned or by their legal representatives.

*(b) Outsiders.* No staff records shall be made available to any person outside the Corporation except the authorized governmental agencies.

*(c) Within the Corporation.* Within the Corporation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that

*(d) Board.* Staff records shall be made available to the Board when requested.

#### **12.07 Donor Records**

*(a) Availability for Consultation.* All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.

*(b) People Outside the Corporation.* No donor records shall be made available to any other person outside the Corporation except the authorized governmental agencies.

*(c) People Within the Corporation.* Within the Corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors.

*(d) The Board.* Donor records shall be made available to the Board when requested.

## **ARTICLE XIII**

### **CODES OF ETHICS AND WHISTLEBLOWER POLICY**

#### **13.01 Purpose**

Juara Foundation requires and encourages directors, officers and employees to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the Corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of Juara Foundation to adhere to all laws and regulations that apply to the Corporation and the underlying purpose of this policy is to support the Corporation's goal of legal compliance. The support of all corporate staff is necessary to achieving compliance with various laws and regulations.

#### **13.02 Reporting Violations**

If any director, officer, staff or employee reasonably believes that some policy, practice, or activity of Juara Foundation is in violation of law, a written complaint must be filed by that person with the Vice President or the President.

#### **13.03 Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

#### **13.04 Retaliation**

Said person is protected from retaliation only if she or he brings the alleged unlawful activity, policy, or practice to the attention of Juara Foundation and provides the Juara Foundation with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

Juara Foundation shall not retaliate against any director, officer, staff or employee who in good faith, has made a protest or raised a complaint against some practice of Juara Foundation or of

another individual or entity with whom Juara Foundation has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Juara Foundation shall not retaliate against any director, officer, staff or employee who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Juara Foundation that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

### **13.05 Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **13.06 Handling of Reported Violations**

The board President or Vice President shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the Board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all directors, officers, staffs or employees and they shall have the opportunity to ask questions about the policy.

## **ARTICLE XIV**

### **AMENDMENT OF ARTICLES OF INCORPORATION**

#### **14.01 Amendment**

Any amendment to the Articles of Incorporation may be adopted by approval of two-thirds of the Board of Directors.

### **CERTIFICATE OF ADOPTION OF BYLAWS**

I do hereby certify that the above stated Bylaws of Juara Foundation were approved by the Juara Foundation Board of Directors on Sunday, October 19, 2014 and constitute a complete copy of the Bylaws of the Corporation.

Secretary \_\_\_\_\_

Date: \_\_\_\_\_