

By-Laws of Not-For-Profit Association

BY-LAWS OF Glendale Community Social Services Center, A NOT-FOR-PROFIT Association

ARTICLE I - ORGANIZATION

The name of the organization shall be Glendale Community Social Services Center

ARTICLE II - PURPOSES

The following are the purposes for which this organization has been organized: To provide public and charitable services, i.e. Senior Outreach & Support Services, Case Management, a wide range of programs and social services.

ARTICLE III - MEMBERSHIP

This organization shall not have any members.

ARTICLE IV - BOARD Of DIRECTORS

The business of this organization shall be managed by Board of Directors together with the officers of this organization. At least one of the directors elected shall be resident of the State of California and a citizen of the United States.

The directors to be chosen for the ensuing year shall be chosen at the annual meeting of this organization in the same manner and style as the officers of this organization and they shall service for a term of one year.

The Board of Directors shall have the control and management of the affairs and business of this organization. Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the directors of such meeting.

Seventy Five (75%) percent of the members of the Board of Directors shall constitute a quorum and the meetings of the Board of Directors shall be held annually or as required.

Each director shall have one vote and such voting may not be done by proxy.

The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining member of the Board of Directors for the balance of the year.

The President of the organization by virtue of his office shall be Chairman of the Board of Directors or Chief Executive Officer.

A director may be removed when sufficient cause exists for such removal. The board of Directors may entertain charges against any director. A director may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization.

ARTICLE V - OFFICERS

The initial officers of the organization shall be as follows:

President and Chief Executive Officers:

Jenny Ibraham

Vice President:

Telma Isayan

Secretary:

Adrienne Boswell

Treasurer and Chief Financial Officers:

Jenny Ibraham

The President and Chief Executive Officer shall preside at all membership meetings.

She shall by virtue of her office be Chairman of the board of Directors. She shall appoint all committees, temporary or permanent.

She shall see all books, reports and certificates required by law are properly kept or filed. She shall be one of the officers who may sign the checks or drafts of the organization.

She shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

The secretary shall keep the minutes and records of its organization in appropriate books. It shall be her duty to file any certificate required by any statute, federal or state.

She shall be the official custodian of the records and seal of this organization.

She may be one of the officers required to sign the checks and drafts of the organization

She shall submit to the Board of Directors any communications which shall be addressed to her as Secretary of the organization.

She shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

The Treasurer and Chief Financial Officer, shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization.

She must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it. She shall render at stated periods as the Board of Directors shall report shall be physically affixed to the minutes of the Board of Directors of such meeting.

She shall exercise all duties incident to the office of Treasurer.

No officer shall for reason of her office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer.

ARTICLE VI - SALARIES

The Board of Directors shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary for the conduct of the business of the organization. At this time, officers do not receive compensation.

ARTICLE VII - COMMITTEES

All committees of this organization shall be appointed by the Board of Directors and their term of office shall be for period of one year or less if sooner terminated by action of the Board of Directors.

ARTICLE VIII - AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than seventy-five (75%) percent of the Board of Directors.

CERTIFICATE

The undersigned Secretary of Glendale Community Social Services Center, certifies that the following By-Laws are the true and complete By-laws of such organization.

Date:

Signature:

Jenny Ibrahim, President

Adrienne Boswell, Secretary