

# BYLAWS OF THE MONTANA CASA/GAL ASSOCIATION

As Amended on May 28, 2025

## A Montana Nonprofit Public Benefit Corporation

### ARTICLE I NAME

1.01 Name. The name of this Corporation shall be Montana CASA/GAL Association. The business of the Corporation may also be conducted as Montana CASA/GAL Association.

1.02 Name Change. The Corporation may, at its pleasure, change its name by vote of a majority of the Board of Directors. Any such name change shall be done by filing notice of the use of an assumed name by the Corporation or by amendment to the Bylaws of the Corporation and the Articles of Incorporation with the State.

### ARTICLE II PURPOSES AND POWERS

2.01 Purpose. This Corporation's purpose is to advocate for every abused or neglected child in Montana who needs a caring, consistent adult for his or her well-being.

2.02 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 shall include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

2.03 Nonprofit Status and Exempt Activities Limitation.

(a) Nonprofit Legal Status. The Corporation is a Montana nonprofit public benefit organization that has applied for recognition 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, or representative of this Corporation shall take any action or carry on any activity by or on behalf of 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 an organization contribution 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, 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 the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue

Code or corresponding section of any federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any assets not disposed of shall be disposed of by the District Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

### ARTICLE III BOARD OF DIRECTORS

- 3.01 Number of Directors. The Corporation shall have a Board of Directors consisting of at least 5 Directors and no more than 15 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, to have approximately one-third of the Board elected each year. Three to five members of the board may be either local Montana CASA/GAL program directors or representatives of the local Montana CASA/GAL programs.
- 3.02 Powers. Except as otherwise provided by law, all corporate powers are exercised by or under the authority of the Board and the affairs of the Corporation are managed under the direction of the Board.
- 3.03 Terms. All Directors will be elected to serve three-year terms; provided, however, that the term may be extended until a successor has been elected. Directors may serve a maximum of two, three-year terms in succession, plus time served to fill a vacancy or a term of less than three years. By resolution, the Board may arrange for terms to be staggered. Board Terms begin January 1<sup>st</sup> and end December 31<sup>st</sup>. Board Elections are held at the annual meeting of the Board in November.
- 3.04 Vacancies. The Board of Directors may fill vacancies due to resignation, death, or removal of a Director or may appoint new Directors to fill a previously unfilled Board position for the balance of the term, subject to the maximum number of Directors under these Bylaws.
- 3.05 Removal of Directors. A Director may be removed by a majority vote of the Board of Directors then in office if a Director is absent and unexcused from two or more meetings of the Board of Directors in a twelve-month period. The Board Chair is empowered to excuse Directors from attendance for a reason deemed adequate by the Board Chair.
- 3.06 Board of Directors Meetings.
- (a) Regular Meetings. The Board of Directors shall have a minimum of four (4) regular meetings each calendar year at times and places fixed by the Board. Regular meetings of the Board may be held without further notice; however, the Board Chair or Executive Director shall use best efforts to send an electronic or written reminder of regular meetings a minimum of seven days before the meeting. At least one (1) meeting each year will be held in person.
  - (b) Special Meetings. Special meetings of the Board may be called by the Chair, by any two members of the Executive Committee, or by 10 percent of the Directors. A special meeting must be preceded by at least 2 days' notice to each Director of the date, time, and place, but not the purpose, of the meeting.
  - (c) Notice of Board Meetings. Notice of a regular or special meeting must be given to each Director either personally or by U.S. mail or e-mail at his or her address as shown by the records of the Corporation. If e-mailed, a notice shall be deemed delivered when an electronic notice of delivery

is returned to the sender of the notice. If mailed, a notice shall be deemed delivered at the earliest of (i) five days after deposited in the mail, addressed to the Director, with postage prepaid, (ii) the date shown on the return receipt if sent by registered or certified mail and the receipt is signed by or on behalf of the Director, or (iii) the date received.

(d) Special Notice Provisions. If a purpose of the meeting is to consider (i) an amendment to the Articles of Incorporation, (ii) a plan of merger, (iii) the sale, lease, exchange, or disposition of all or substantially all of the Corporation's property, or (iv) the dissolution of the Corporation, then a notice must be given to each Director at least seven (7) days before the meeting stating the purpose, and the notice must be accompanied by a copy of or summary of the proposed amendment, plan of merger, transaction for the disposition of property, or proposed dissolution.

(e) Waiver of Notice. Any Director may waive notice of any meeting, in accordance with Montana law.

### 3.07 Manner of Acting.

(a) Quorum. A majority of the Directors in office immediately before a meeting begins shall constitute a quorum for the transaction of business at that meeting of the Board.

(b) Vote. The act of the majority of the voting Directors present at a meeting at which a quorum is present shall be the act of the Board, unless otherwise specified in these Bylaws or required by law. Each Director shall have one vote.

(c) No Proxy Voting. Directors may not vote or sign Board resolutions or consents by proxy.

(d) Participation. 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 or by telephonic conference call.

3.08 Action without Meeting. Any action required or permitted to be taken at a meeting of the Board may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the Directors. Such action may be taken by e-mail if an electronic copy of the resolution is printed out, signed and returned to the Secretary by each Director. Such written consents may be signed in two or more counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same document. Such consent shall have the same effect as a unanimous vote and shall be placed in the minute book by the Secretary as if it were minutes of a Board meeting.

3.09 Annual Meeting and Election of Board Officers. The Board shall elect Board Officers at the Annual Meeting, held in November, unless the election of Board Officers is delayed by the Board.

3.10 Qualifications of Directors. In order to be eligible as a Director on the Board of Directors, the individual must be 21 years of age.

## ARTICLE IV OFFICERS

4.01 Board Officers. The Board Officers of the Corporation shall be a Board Chair, Vice Chair, Immediate Past Chair, Secretary, and Treasurer, 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 Chairs 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. The Board Chair and the Treasurer will not be the same person.

- 4.02 Term of Office. Each Board Officer shall serve a one-year term of office and may not serve more than three consecutive terms of office without approval of a super majority (two-thirds) of the Board. Unless elected to fill a vacancy in an Officer position, each Board Officer's term of office shall begin on January 1<sup>st</sup>.
- 4.03 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.
- 4.04 Board Chair. The Board Chair shall be the Chief Volunteer Officer of the Corporation. The Board Chair 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 Board Chair shall make committee appointment recommendations; shall coordinate the Board's employment, supervision, and termination of the Executive Director; shall counsel and advise the Executive Director; and shall see that all orders and resolutions of the board are carried into effect. The Board Chair shall have any other powers and duties as may be assigned by the Board of Directors.
- 4.05 Vice Chair. In the absence or disability of the Board Chair, the ranking Vice Chair or Vice Chair designated by the Board of Directors shall perform the duties of the Board Chair. When so acting, the Vice Chair shall have all the powers of and be subject to all the restrictions upon the Board Chair. The Vice Chairs shall have such other powers and perform such other duties prescribed for them by the Board of Directors or the Board Chair. The Vice Chair or ranking Vice Chair designated by the Board shall normally accede to the office of Board Chair upon the completion of the Board Chair's term of office.
- 4.06 Immediate Past Chair. The Immediate Past Chair shall have such powers and perform such duties prescribed by the Board of Directors or the Board Chair.
- 4.07 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 Members, 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 Board Chair. The Secretary may appoint, with approval of the Board (or the Executive Committee), a member of the staff to assist in performance of all or part of the duties of the Secretary.
- 4.08 Treasurer. The Treasurer shall be the lead Director for oversight of the financial condition and affairs of the Corporation and shall have primary responsibility for implementing the responsibilities of the Finance and Audit Committee as specified in the committee charter. The Treasurer, working with the Finance and Audit Committee, shall oversee and keep the Board informed of the financial condition of

the Corporation and of audit or financial review results. In conjunction with the Executive Director or other staff or Officers with responsibility for maintaining the financial records of the Corporation, 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 Board Chair. The Treasurer may appoint, with approval of the Board (or the Executive Committee), a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the Treasurer.

- 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.
- 4.11 Executive Director and Non-Director Officers: The Executive Director shall be an Officer of the Corporation, appointed by the Board. If the Executive Director resigns as an Officer of the Corporation, he or she may no longer serve as Executive Director. 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.
- 4.12 The Board may employ an Executive Director who shall be appointed and discharged by the Board at its discretion, including with regard to term of office. The Executive Director shall report to the Board and be responsible for the day-to-day operations and administration of the Corporation and direct the work of all employees of the Corporation subject to and in accordance with the policies, principles, practices and budget authorized by the Board, and shall carry out the responsibilities of the position of Executive Director in compliance with the terms and conditions of his or her contract, if any. The Executive Director may not be a Director of the Corporation. The Executive Director shall be evaluated annually by the Executive Committee or by the Board Chair. The Executive Director shall, unless otherwise directed by the Board, attend all meetings of the Board as a non-voting observer and shall be an Ex-Officio Member of all Board Committees. The Executive Director shall from time to time make reports of the work and affairs of the Corporation to the Board at their annual, regular and special meetings.

## ARTICLE V BOARD COMMITTEES

### 5.01 Committees.

- a) Standing and Special Committees. The committees of the Board shall be standing and special, and each Board committee shall have membership, duties, and powers established in these Bylaws and the Board resolution or charter creating the committee. Standing committees perform continuing functions on behalf of the Board. Special committees perform specific, limited tasks of the Board. In addition to the standing committees established in these Bylaws, the Board may establish standing and special committees by Board action or resolution.
- b) Creation of Committees and Appointment of Members. All Board committees shall be created by the Board of Directors, and the Board shall appoint all committee members considering recommendations provided by the Board Chair and fill any vacancies; provided, however, that the

Executive Committee may create interim special committees of the Board and establish their membership between meetings of the Board, subject to Board ratification at the next regular or special meeting of the Board. Each committee must be composed of two or more voting Directors and may include non-director members without the power to vote.

5.02 Committee Manner of Acting. The provisions of these Bylaws which govern meetings, manner of acting, action without meetings, notice, waiver of notice, and quorum and voting requirements of the Board shall apply to committees of the Board and their members.

5.03 Executive Committee. The Board shall have an Executive Committee with powers established by the Board, consistent with these Bylaws. The Executive Committee shall be comprised of the officers of the Board (i.e., Board Chair, Vice Chair, Immediate Past Chair, Secretary and Treasurer) except that the Immediate Past Chair of the Board will be a non-voting, ex-officio member of the Committee and will be expected to serve on the Committee for only the first year following his/her service as Board Chair. The Board Chair shall serve as Chair of the Executive Committee.

5.04 Finance and Audit Committee. The Board shall have a Finance and Audit Committee with powers established by the Board, consistent with these Bylaws. The Treasurer shall be the Committee Chair.

## ARTICLE VI EXECUTIVE DIRECTOR AND STAFF

6.01 Appointment. The Board of Directors may appoint an Executive Director as the chief executive officer of the Corporation. The Executive Director will hold office at the will of the Board and shall report directly to the Board.

6.02 Duties. The Executive Director shall be responsible for administrative management of the Corporation, with general and active supervision over the property, business and affairs of the Corporation. The Executive Director shall carry out the policies and programs of the Corporation and perform duties as directed by the Board, subject to oversight by the Board and the Executive Committee.

## 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 Executive Director, the Chair, or other persons to whom the Corporation has delegated authority to execute such documents in accordance with policies approved by the Board.

7.02 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 for each individual advance on the loan.

7.03 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 Montana 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 MISCELLANEOUS

8.01 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 the Board of Directors without a meeting, and a record of all actions taken by committees of the board. Books and records will be retained per National CASA/GAL Standards for State Organizations.

8.02 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, or member of a Committee with Board-delegated powers.

8.03. Actions Regarding Membership and Ownership Interests. The Board shall exercise membership powers and ownership interests, if any, either by Board action in accordance with these Bylaws or by delegation of authority to act for the Corporation to the Executive Committee or Executive Director or his or her designees.

8.04 Amendments. These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the Board of Directors.

CERTIFICATE OF ADOPTION OF BYLAWS:

I do hereby certify that the above Bylaws of the Montana CASA/GAL Association were approved by the Board of Directors on \_\_\_\_\_, and do now constitute a complete copy of the Bylaws of the corporation superseding all previously Bylaws and amendments.

\_\_\_\_\_  
Secretary of the Corporation (Printed Name)

\_\_\_\_\_  
Secretary of the Corporation (Signed Name)

Dated: \_\_\_\_\_