

Bylaws of **Elmore Disaster Relief Inc.**

Article 1: Name and Purpose

1. Name: The name of the organization shall be Elmore Disaster Relief Inc (EDR).
2. Purpose: The purpose of Elmore Disaster Relief is to operate exclusively for charitable purposes as described under Section 501(c)(3) of the Internal Revenue Code. Specifically, Elmore Disaster Relief provides assistance to communities affected by natural disasters by focusing on home repairs, debris removal, tree cutting, and minor repairs to basic residential utilities, including electrical and plumbing services, where appropriate. The organization's activities are aimed at improving safety, stability, and resilience in disaster-impacted areas and shall not include large-scale municipal utility restoration or high-voltage electrical work.

Article 2: Principal Office

1. The principal office of the corporation shall be located at (100 S. East St, Princeton, Illinois, 61356).
2. The organization may have such other offices as may be determined by the Board of Directors.

Article 3: Membership

1. Non-Membership Organization: Elmore Disaster Relief shall not have members as defined by the state non-profit corporation law. The Board of Directors shall have full authority to govern the organization.

Article 4: Board of Directors

1. Powers: The affairs of Elmore Disaster Relief shall be managed by or under the direction of the Board of Directors.
2. Number: The number of directors shall not be less than three and shall not exceed seven. The Board of Directors may adjust the number of members within this range as needed to meet the organization's governance and operational requirements.
3. Qualifications: Directors must be at least 18 years of age and demonstrate commitment to the mission of Elmore Disaster Relief.

4. Term of Office: Directors shall serve terms of three years, with the option to serve consecutive terms unless otherwise decided by the Board.
5. Election of Directors: Directors shall be elected by a majority vote of the current Board of Directors at the annual meeting.
6. Vacancies: Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of the majority of the remaining directors. A director elected to fill a vacancy shall serve for the unexpired term of their predecessor.
7. Resignation and Removal: Any director may resign by giving written notice to the President or Secretary. A director may be removed with or without cause by a two-thirds vote of the Board.

Initials: D.E.S.A. B.J. N.D. DES. I (1)

Article 5: Meetings of the Board

1. Regular Meetings: The Board of Directors shall meet at least quarterly, at a time and place designated by the President.
2. Annual Meeting: The annual meeting of the Board of Directors shall be held in January of each year for the purpose of electing directors and officers and conducting other business.
3. Special Meetings: Special meetings of the Board may be called by the President or any two directors. Notice of special meetings must be given at least seven days in advance.
4. Quorum: A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting.
5. Voting: Each director shall have one vote. Unless otherwise provided by these bylaws, the act of a majority of the directors present at a meeting with a quorum shall be the act of the Board.

Article 6: Officers

1. Officers: The officers of Elmore Disaster Relief shall consist of a President, Vice President, Secretary, Treasurer, and Chief Administrative Officer.
2. Election of Officers: Officers shall be elected annually by the Board of Directors at the annual meeting. Each officer shall serve for a term of one year or until a successor is elected.
3. Duties:

- President: The President shall preside over all Board meetings, represent the organization publicly, and provide overall leadership.
- Vice President: The Vice President shall perform the duties of the President in their absence and assist with leadership duties as needed.
- Secretary: The Secretary shall keep accurate records of all Board meetings and ensure that notices of meetings are issued.
- Treasurer: The Treasurer shall oversee the organization's finances, ensure accurate financial records, and provide financial reports to the Board.

Initials: DESA B3 INDIA DEE L (2)

- The Chief Administrative Officer (CAO): of Elmore Disaster Relief oversees daily operations, ensuring efficiency and alignment with the organization's mission. This role includes managing logistics for disaster response, developing policies, ensuring compliance, and handling budget oversight. The CAO also coordinates staff and volunteers, fostering a positive culture and ensuring everyone understands their roles.
Additionally, the CAO leads strategic initiatives, oversees communications, and represents the organization publicly. This role is essential for maintaining operational readiness, supporting financial stability, and promoting Elmore Disaster Relief's visibility and mission.

4. Removal and Vacancies: Any officer may be removed by a majority vote of the Board. Vacancies may be filled by a majority vote of the Board for the unexpired term.

Article 7: Committees

1. Executive Committee: The Board may establish an Executive Committee consisting of the President, Vice President, Secretary, and Treasurer. The Executive Committee shall have the authority to act on behalf of the Board between meetings, subject to the limitations set by the Board.
2. Other Committees: The Board may establish other committees as necessary to carry out the mission and operations of the organization.

Article 8: Fiscal Year

1. The fiscal year of the corporation shall begin on the first day of January and end on the last day of December.

Article 9: Indemnification

1. Elmore Disaster Relief shall indemnify and hold harmless any director, officer, or employee to the fullest extent allowed by law from any liability or expense incurred as a

result of service to the organization, except in cases of gross negligence or willful misconduct.

Article 10: Amendments

1. These bylaws may be amended or repealed by the affirmative vote of two-thirds of the Board of Directors at any regular or special meeting, provided that notice of the proposed amendments has been given at least Ten days in advance of the meeting.

Article 11: Miscellaneous Provisions

Section 1: Nondiscrimination Policy

Initials: D.E. S.A. B.J. N.D.M. D.E. (3)

Elmore Disaster Relief (EDR) is committed to providing an inclusive and welcoming environment for all individuals involved in the organization's operations, including employees, volunteers, board members, and individuals served by EDR's programs. EDR does not and shall not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, disability, marital status, military status, or any other characteristic protected by federal, state, or local laws.

This policy applies to all aspects of EDR's activities, including but not limited to hiring practices, volunteer recruitment, the selection of board members, and the delivery of services. EDR is committed to fostering an environment where every person is respected and valued.

Section 2: Electronic Communication

To facilitate communication among board members, staff, and volunteers, Elmore Disaster Relief (EDR) permits the use of electronic communication methods, including but not limited to email, video conferencing, and other electronic platforms, for conducting official business.

1. Meetings: Board members may attend meetings via electronic communication platforms, such as video or teleconferencing, provided all participants can hear one another and fully participate in the meeting.
2. Voting: Board members may participate in votes electronically, as long as the communication method allows for clear documentation of the voting process and results.
3. Notices: Notices of board meetings, agendas, and other organizational materials may be sent electronically, and receipt of such notices shall be deemed proper notice.

4. Record Keeping: Electronic communication, including minutes, decisions, and votes conducted electronically, shall be documented and stored as part of EDR's official records.
5. Confidentiality: All board members and staff shall maintain the confidentiality of information shared through electronic communications in accordance with the organization's confidentiality policy.

Article 12: Dissolution

In the event that Elmore Disaster Relief (EDR) is dissolved, the assets of the organization shall be distributed exclusively for the purposes of the organization, as follows:

Initials: D.E. / S.A. / B.J. / N.D. / J.R. / D.E. (4)

1. Payment of Liabilities: All liabilities and obligations of the organization shall be paid, satisfied, and discharged, or adequate provision shall be made for the payment of such liabilities.
2. Distribution of Remaining Assets: After all liabilities have been satisfied, any remaining assets shall be distributed to one or more organizations that are organized and operated exclusively for charitable, educational, or scientific purposes, and that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or to a federal, state, or local government for a public purpose.
3. Prohibition on Private Benefit: No part of the net earnings or assets of the organization shall inure to the benefit of or be distributed to any director, officer, or private individual, except as reasonable compensation for services rendered in carrying out the purposes of the organization.
4. Selection of Recipient Organizations: The recipient organization(s) shall be selected by a majority vote of the Board of Directors at the time of dissolution. If the Board is unable to identify appropriate recipient organization(s), the assets shall be distributed by a court of competent jurisdiction to an organization or organizations that fulfill purposes similar to those of Elmore Disaster Relief.

Article 13: Conflict of Interest

Section 1: Purpose

The purpose of the conflict of interest policy is to protect the interests of Elmore Disaster Relief (EDR) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, officer, or staff member of the organization. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to non-profit and charitable organizations.

Section 2: Definitions

1. Interested Person:

- Any director, officer, or member of a committee with board-delegated powers who has a direct or indirect financial interest, as defined below, is an "interested person."

2. Financial Interest:

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

Initials: D.E. / S.A. / B.J. / N.D. / M. / J. / L. / (5)

- An ownership or investment interest in any entity with which EDR has a transaction or arrangement;
- A compensation arrangement with EDR or with any entity or individual with which EDR has a transaction or arrangement; or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which EDR is negotiating a transaction or arrangement.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the board or appropriate committee decides that a conflict exists, following the procedures set forth in this Article.

Section 3: Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and all material facts to the board of directors or committee members considering the proposed transaction or arrangement.

Section 4: Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Section 5: Procedures for Addressing the Conflict of Interest

1. Presentation of the Matter:

The interested person may make a presentation at the board or committee meeting, but after the presentation, they shall leave the meeting during the discussion and vote on the transaction or arrangement involving the possible conflict of interest.

2. Alternative Options:

The board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

3. Determination of Fairness:

After exercising due diligence, the board or committee shall determine whether EDR can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

4. Approval of the Transaction:

If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in EDR's best interest, for its own benefit, and whether it is fair and reasonable. The decision to enter into the transaction or arrangement shall be made in conformity with such determination.

Initials: D.E. / S.A. / B.J. / N.D. / M.A. / J.E.C. / (6)

Section 6: Violations of the Conflict of Interest Policy

1. Failure to Disclose:

- If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2. Corrective Action:

- If, after hearing the response of the member and making further investigation as warranted by the circumstances, the board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article 14: Records of Proceedings

The minutes of the board and all committees with board-delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article 15: Compensation

1. A voting member of the board who receives compensation, directly or indirectly, from EDR for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from EDR is precluded from voting on matters pertaining to that member's compensation.

Article 16: Annual Statements

Each director, officer, and member of a committee with board-delegated powers shall annually sign a statement that affirms that such person:

Initials: D.E. / S.A. / B.J. / N.D. / [Signature] / D.E. / (7)

1. Has received a copy of the conflict of interest policy;
2. Has read and understands the policy;
3. Has agreed to comply with the policy; and
4. Understands that EDR is a charitable organization and, in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Article 17: Periodic Reviews

To ensure that EDR operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to EDR's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Article 18: Use of Outside Experts

When conducting the periodic reviews provided for in Section 10, EDR may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

This Conflict of Interest section helps ensure that EDR operates ethically and transparently, particularly when decisions involve potential personal or financial gain for board members or staff.

Article 19: Elmore Disaster Relief Compensation Policy

The purpose of this Compensation Policy is to establish fair, transparent, and financially responsible guidelines for compensating board members, executive directors, and staff of Elmore Disaster Relief (EDR), aligning with non-profit standards and ensuring compensation does not exceed reasonable limits. Compensation is contingent upon EDR's financial health and ability to maintain its mission without compromising operations.

Initials: D.E. / S.A. / B.S. / M.D. / J. / D.E. / (8)

Section 1: General Guidelines

- Compensation for the executive directors, board members, and staff of EDR will be subject to approval by the Board of Directors and must comply with federal and state non-profit regulations.
- Compensation shall only be provided if EDR maintains an operating reserve of at least \$80,000.
- Total compensation shall be limited to 20% of the average six-month revenue, ensuring that compensation remains within reasonable limits while prioritizing financial stability.

Section 2: Compensation Allocation for Executive Directors and Officers

-Executive Directors (Daniel, Sky, and Nolan):

- Compensation may be provided based on the executive directors' roles in daily operations, public relations, or fundraising. This compensation shall be calculated based on the number of hours worked, responsibilities, and organization funding, within the 20% cap.

-President and Vice President:

- Compensation may be provided for specific tasks beyond standard board responsibilities, such as fundraising or operational management. All compensation must align with the 20% cap and have board approval.

Section 3: Annual Review and Adjustments

- The Board of Directors will conduct an annual review to assess compensation levels and ensure they align with the organization's financial capacity and the six-month revenue average.
- Compensation amounts may be adjusted based on the financial health of EDR, with no more than 20% of six-month revenue allocated to overall compensation.

Section 4: Reimbursement of Expenses

- EDR will reimburse board members, officers, and staff for reasonable expenses incurred in the course of their duties, including: Travel expenses for attending meetings or disaster sites, Lodging and meals for overnight deployments. Office supplies and equipment required for job performance. All reimbursements must be pre-approved and documented with receipts.

Section 5: Annual Compensation Review

- The Board of Directors will conduct an annual review of compensation to ensure it aligns with the organization's budget and industry standards.
- The Board may adjust compensation based on revenue growth, financial stability, and comparisons with similar non-profits. Adjustments shall not exceed the 20% administrative expense cap.
- An independent consultant may be hired periodically to assess and validate compensation levels if deemed necessary by the Board.

Initials: D.E. S.A. B.S. N.D.M. D.E. (9)

Section 6: Volunteerism and Financial Responsibility

- EDR emphasizes volunteer service among board members and officers whenever feasible, to maximize resources dedicated to program services.

- Compensation shall be suspended if the organization does not have sufficient funds to cover operational and mission-critical expenses, prioritizing financial responsibility over executive compensation.

Section 7: Transparency and Reporting

- All compensation and expense reimbursements will be transparently documented and reported on IRS Form 990 and in EDR's annual report to maintain accountability and donor trust.
- Salary and benefits information for executive directors and key staff shall be available to the public in accordance with non-profit transparency standards.

Section 8: Approval and Implementation

- This Compensation Policy is subject to approval by a majority vote of the Board of Directors and will be reviewed every two years.
- Any amendments or changes to the policy must be approved by the Board and documented in the minutes of the meeting.

Article 20: Confidentiality

All board members, officers, staff, and volunteers of Elmore Disaster Relief (EDR) are required to maintain the confidentiality of all sensitive or proprietary information acquired in the course of their duties, including but not limited to:

1. Donor Information: The identity of donors, donation amounts, and any personal or financial information related to donors shall remain confidential unless explicit permission is granted by the donor for disclosure
2. Board Discussions: Any information discussed during board meetings, including strategic plans, financial reports, or other organizational matters, shall remain confidential unless specifically authorized for public disclosure.
3. Personnel Information: Any information regarding staff or volunteer performance, compensation, or personal matters shall be treated with the highest degree of confidentiality.
4. Operational and Financial Data: Information about EDR's finances, partnerships, or disaster response operations shall not be disclosed outside of the organization unless required by law or explicitly approved by the board for public release.

Initials: D.E. S.A. B.J. N.D. M. D.E. (10)

Violations of this confidentiality clause may result in disciplinary action, up to and including removal from the board or termination of employment or volunteer status.

Article 21: Whistleblower Protection

Elmore Disaster Relief (EDR) is committed to maintaining a workplace where directors, officers, employees, and volunteers are free to raise concerns regarding unethical, illegal, or improper conduct without fear of retaliation. This Whistleblower Policy is intended to encourage and protect individuals who report activities they believe to be in violation of the organization's policies, laws, or regulations.

1. Reporting Responsibility

- It is the responsibility of all directors, officers, employees, and volunteers to report any known or suspected violations of law or organizational policy, including but not limited to violations involving financial misconduct, conflicts of interest, unethical behavior, discrimination, harassment, or other inappropriate activities.

2. No Retaliation

- EDR strictly prohibits retaliation against any individual who, in good faith, reports a concern about potential violations. Retaliation includes any form of intimidation, harassment, discrimination, or adverse employment consequences. Anyone found engaging in retaliatory actions will be subject to disciplinary action, including potential termination or removal from their position.

3. Reporting Process

- Reporting Violations: Concerns may be reported verbally or in writing to the President or another member of the Board of Directors. In cases where the concern involves the President, reports should be directed to the Vice President or the Chair of the Audit Committee.
- Confidentiality: All reports of suspected violations will be handled confidentially to the extent possible, consistent with the need to conduct a thorough investigation.

4. Investigation of Complaints

- Upon receipt of a report, the President or other designated officer or board member will conduct a prompt investigation. The individual who submitted the complaint will be informed of the progress and the outcome of the investigation, to the extent appropriate and possible.

5. Acting in Good Faith

- Anyone filing a complaint concerning a violation or

Initials: D.E. | S.A. | B.J. | N.D. | J.A. | D.E. | (11)

suspected violation must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Reports that prove to be unsubstantiated and made maliciously or with knowledge of their falsity will be subject to disciplinary action.

6. Documentation and Records

- All reports of violations, investigations, and resolutions will be documented and retained in accordance with EDR's record retention policy. A summary of any whistleblower reports and their outcomes will be provided to the Board of Directors.

Article 22: Document Retention and Destruction Policy

The purpose of this policy is to ensure that Elmore Disaster Relief (EDR) retains important documents for an appropriate period of time, preserves the integrity of records, and properly disposes of documents when no longer required. This policy applies to all physical and electronic documents maintained by EDR.

Section 1: Document Retention

The following types of documents shall be retained for the time periods specified:

1. Corporate Records:
 - Articles of Incorporation, bylaws, and amendments: Permanently
 - Board and committee meeting minutes: Permanently
 - Conflict of interest disclosure forms: 7 years
2. Financial Records:
 - Audited financial statements: Permanently
 - Tax returns (IRS Form 990) and related documents: 7 years
 - Bank statements, deposit records, canceled checks: 7 years
 - Expense reports and reimbursement documentation: 7 years
 - Investment records: 7 years
3. Employment and Volunteer Records:
 - Employee/volunteer personnel files (including offer letters and performance reviews): 7 years after termination
 - Background check documentation: 7 years after termination
 - Payroll records: 7 years
 - Employment tax records: 7 years
4. Legal, Insurance, and Contractual Records:
 - Contracts, leases, and agreements: 7 years after termination
 - Insurance policies and claims records: Permanently

- Legal correspondence and litigation documents: Permanently
5. Donor and Grant Records:

Initials: DE. I.S.A. 18.3 1 N.D.M. DEE (12)

- Donation records: 7 years
- Grant applications and awards: 7 years after completion

6. Other Records:

- Press releases and public filings: Permanently
- Policies and procedures: Until superseded
- Correspondence (general): 3 years

Section 2: Document Destruction

1. Documents that have fulfilled their required retention period and are no longer needed shall be destroyed by shredding, permanently deleting electronic files, or otherwise ensuring that confidential information is not recoverable.
2. EDR shall maintain a log of all documents destroyed, including the date and method of destruction.

Section 3: Litigation Holds

1. In the event of pending or anticipated litigation, audits, or government investigations, document destruction will be suspended for relevant records until legal counsel advises that the records may be destroyed.

Section 4: Electronic Documents and Records

1. Electronic records shall be retained, managed, and destroyed in the same manner as physical records. This includes emails, PDFs, spreadsheets, and other digital files related to EDR's operations.
2. EDR will regularly back up electronic files to prevent data loss.

Section 5: Compliance

1. The Executive Directors or designated staff member shall be responsible for ensuring that this document retention policy is implemented and followed.
2. Non-compliance with this policy may result in disciplinary action.

Section 6: Policy Review

1. This Document Retention and Destruction Policy shall be reviewed periodically by the Board of Directors to ensure compliance with legal requirements and best practices.

Article 23: Succession Plan

Section 1: Purpose

Initials: D.E. / S.4. / B.J. / N.D. / H. / D.E. / (13)

The purpose of this succession plan is to ensure the continuity of leadership and operations in the event of the departure, incapacitation, or resignation of key officers, including the President, Vice President, Secretary, Treasurer, and Chief Administrative Officer. This plan provides a framework for identifying and appointing successors to key roles, ensuring that EDR can continue to fulfill its mission during transitions.

Section 2: Presidential Succession

In the event of the unexpected departure, resignation, or incapacity of the President, the following steps shall be taken:

1. Temporary Leadership:
 - The Vice President shall immediately assume the duties of the President on an interim basis until the Board of Directors can formally appoint a new President or confirm the Vice President as the permanent replacement.
2. Permanent Replacement:
 - The Board of Directors shall convene within 30 days to appoint a new President. The Board may promote the Vice President to the position permanently or select another qualified individual from within the organization or externally.

Section 3: Vice Presidential Succession

In the event of the unexpected departure, resignation, or incapacity of the Vice President:

1. Temporary Leadership:
 - The President shall assume the duties of the Vice President or appoint a board member to temporarily fulfill these responsibilities.
2. Permanent Replacement:
 - The Board of Directors shall convene within 30 days to appoint a new Vice President.

Section 4: Secretary and Treasurer Succession

In the event of the unexpected departure, resignation, or incapacity of the Secretary or Treasurer:

1. Temporary Coverage:
 - The President shall appoint a temporary replacement from the existing Board of Directors or staff to fulfill the duties of the Secretary or Treasurer.
2. Permanent Replacement:
 - The Board of Directors shall meet within 30 days to appoint a permanent replacement for the Secretary or Treasurer.

Initials: D.E. / S.A. / B.J. / N.D. / M. / P.E. / (14)

Section 5: Executive Directors or Key Staff Succession

In the event of the departure or incapacity of the Executive Directors or other key staff, the Board of Directors will:

1. Interim Appointment:
 - Appoint an interim Executive Director or designate a senior staff member to assume the duties of the departing executive.
2. Permanent Search:
 - Within 60 days, the Board of Directors will initiate a formal search for a permanent Executive Director or key staff replacement. The search may be conducted internally or through external recruitment.

Section 6: Emergency Succession Procedures

In the case of a sudden and unforeseen vacancy in multiple leadership roles, the Board of Directors shall:

1. Emergency Meeting:
 - Call an emergency meeting within 15 days to assess the situation and appoint interim leaders to manage the organization until permanent replacements can be found.
2. Continuity of Operations:
 - Ensure that critical operations, including disaster response and financial management, continue during the interim period.

Section 7: Documentation and Communication

The Board of Directors is responsible for documenting and communicating succession plans to all officers, staff, and stakeholders to ensure clarity and transparency during any leadership transition.

1. Succession Plan Updates:

- The succession plan will be reviewed annually and updated as needed to reflect changes in the organization's leadership structure.

2. Notification:

- The Board of Directors shall notify key partners, donors, volunteers, and other stakeholders of leadership changes as soon as a successor is appointed.

Initials: D.E. / S.A. / B.J. / N.D. / M. / P.C. / (15)

(Continued)
Bylaws of
Elmore Disaster Relief Inc.

Signature Page

Approved and Signed by the Board of Directors of Elmore Disaster Relief on
11/1/2024:

President]: Daniel Elmore >> Signed: Daniel Elmore
Date: 11/1/2024

[Vice President]: Sky Abrassart >> Signed: Sky Abrassart
Date: 11/1/2024

[Chief Administrative Officer]: Nolan Drake >> Signed: Nolan Drake
Date: 11/1/2024

[Secretary]: Brittney Jennings >> Signed: Brittney Jennings
Date: 11/1/2024

[Non-Executive Board (Advisory)]: Donald Elmore >> Signed: Donald Elmore
Date: 11/1/2024

[Non-Executive Board (Advisory)]: Mark Graves >> Signed: Mark Graves
Date: 11/1/2024

State of Illinois

County of Bureau

Signed (or subscribed or attested) before me on 11/1/2024 (date) by

Daniel Elmore, Don Elmore
Nolan Drake, Brittney Jennings
Mark Graves, Sky Abrassart
(Name of person).



Beth Ann Elmore
Signature of the notary public

