

BY LAWS FOR NONPROFIT ORGANIZATION.

CRAFTS 4 HOPE FOUNDATION, INC

(April 2024)

Article I: Legal Authority

Crafts 4 Hope Foundation, Inc is chartered as a nonprofit under and by the virtue of the laws of the State of New Jersey as contained in 2024 New Jersey Revised Statutes Title 15A – Cooperations, Nonprofits of the statutes of New Jersey. In accordance with the Internal Revenue Code of 1986 Section 501(c)(3), the purposes of this foundation are organized for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under the section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The business activity for said organization is as follows: Bring joy to those in need by giving a hand up or a handout through crafts. Networking with the community to try and meet small individual needs through advertising or fundraising or community resources.

Article II: Name and Location

Section 1: Official Name – Crafts 4 Hope Foundation, Inc

Section 2: Assumed Name – For purposes of advertising and promotion, the foundation may at times utilize the assumed name of “Crafts 4 Hope” and /or “C4H” however, the official name shall remain the binding cooperate name to transact business.

Section 3: Location – The principal office of the Foundation and its registered agent shall be located in the city of Bridgeton, the County of Cumberland, in the State of New Jersey. This designation may be changed from time to time only by the official action of its Founder/President or approved Secretary of said foundation with the filing of an appropriate certificate with the New Jersey Secretary of State.

Article III: Purpose

Section 1: Vision - We will strive to bring hope to a seemingly dire situation through the joy of crafting and through networking, meeting small individual needs on a daily basis. A smile, a hug, a friend, and the Ministry of Presence fills a heart with hope in an otherwise hopeless situation - Bringing Joy. Meeting Needs.

Section 2: Mission - To be a beacon of light for the Lord in a dark world to those who are experiencing homelessness, unemployment, poverty, disability, mental health issues and substance abuse both online and in the community of Cumberland County and beyond. To

be an inspiration to the elderly, to special needs children and youth in Cumberland County NJ and beyond.

Section 3: Goals - To meet small individual needs by networking and putting out a quarterly newsletter with community resources available and information about Crafts 4 Hope Foundation, Inc updates and in the future, allow others to use the Crafts 4 Hope Seal / Logo and all it has to offer to help others in their own communities in which they live across the United States and beyond. - Bringing Joy. Meeting Needs around the world.

Section 4: Restrictions - No activity of the foundation shall support political campaigns on behalf of any candidate for public office; restrict membership based on race, religion, gender or national origin; or do anything to disqualify its tax-exempt status pursuant to 2024 New Jersey Revised Statutes Title 15A and 501 (c)(3) of the United States Internal Revenue Code.

Article IV: Membership

Section 1: Eligibility – Any person expressing an interest in any type of creative crafts/hobbies, art or music and with an interest in helping the surrounding community in which they live, is considered eligible for membership. A member-in-good standing shall have dues in a currently paid-up status as defined by the Board of Directors.

Section 2: Membership Fees - Membership shall be for a period of one year and are due in the month of April of the third week. Membership shall consist of 2 tiers. Teir 2 shall be defined as follows: If eligible member has proof of veteran status, active military or relies on government assistance SS, SSI or SSDI, (and the like) membership shall not exceed one half of membership dues. Teir 1 shall be defined as all individuals not eligible for Teir 2. Membership fees shall be established by the Board of Directors.

Section 3: Voting Privileges – According to their category of membership, each member in good standing shall have one vote on motions presented at the Annual Meeting and at special scheduled meetings of the corporation. Membership is not transferable and does not allow any rights or interest in the assets or income of the corporation. No proxy votes are permitted. Membership assets / donations given to Craft 4 Hope Foundation, Inc can not give member special benefits, rights or privileges.

Section 4: Honorary Life Member - Upon motion and approval by the Board of Directors, an Honorary Life Membership may be conferred upon a member or nonmember who has rendered singular and extraordinary service to Crafts 4 Hope Foundation, Inc. Honorary Life Members shall enjoy all privileges and benefits of regular members without further payment of individual annual membership fees.

Article V: Board of Directors

Section 1: Governance - The business, property and programs of this Foundation shall be managed and controlled by a Board of Directors consisting of not less than two and not more than ten duly elected voting members. The Board of Directors retains those powers granted under New Jersey Statutes which permit all necessary and convenient actions to affect all the approved purposes for Crafts 4 Hope Foundation, Inc .

Section 2: Terms of Office - Directors elected at Annual Meetings shall serve a first term of either one (1), two (2), years depending on what is needed to maintain staggered terms of service for each approximate half of its membership. Each half shall be referred to as a "class". For its first full term, the initial Board of Directors shall divide itself into two classes with one class serving one year, a second serving two years. A full term commences with the date of election. Directors are limited to two consecutive full terms with an ineligibility period of one year following the expiration of a second full term. Each Director must maintain a member-in-good-standing status of the date elected.

Section 3: Vacancies – Vacancies shall include both vacated and unfilled seats on the Board of Directors. Vacancies which occur on the Board shall be filled by the Board of Directors upon recommendation of the Chair for the remaining, unexpired term of an absent Director or for an unfilled seat. Such appointments commence on that date and end at an appropriate and subsequent Annual Meeting of the corporation. Such Directors appointed for a term of less than two years shall then be eligible for an additional two full terms as defined in these Bylaws.

Section 4: Ex Officio Board Members - Others may be appointed by action of the Board to serve as advisors, managers or participants in special activities and serve as a nonvoting, ex officio member of the Board of Directors. Ex officio status shall continue until the next Annual Meeting at which time status can be renewed. Ex officio directors may serve in three consecutive fiscal years of the corporation at which time they must observe an ineligibility period of at least one year before being considered for reappointment. Ex officio service shall not restrict eligibility for election as a voting Director of the Foundation.

Section 5: Attendance Rule - Each Director is expected to attend all regular meetings of the Board and all special meetings and Annual Meetings of the foundation. Meetings can be attended virtually if available. Those members with three consecutive, unexcused absences as determined by the Chair shall be warned and will be removed from the Board of Directors upon five missed meetings.

Section 6: Compensation - Directors shall be volunteers and shall receive, if funds are available, no less than a \$10.00 gift certificate and no more than \$50.00 gift certificate annually for birthdays and Christmas not to exceed \$20.00 - \$100.00 as a token of appreciation for services rendered if such observances are celebrated. Directors shall receive no compensation for services, except on occasion for certain expenses directly related to the mission and purposes of the foundation corporation as may be approved by the Board of Directors.

Section 7: Commitment and Ethics Rule – Crafts 4 Hope Foundation, Inc believes in new beginnings and second chances. Each Director must maintain a high commitment to the stated mission and goals of Crafts 4 Hope Foundation, Inc from the date in which they became Director and exhibit the highest ethical standards in the conduct of business as suggested among nonprofit organizations. Those Directors brought into question under this rule shall have a hearing before a special committee of the Board and, when their behavior is judged to conflict with the mission or ethical obligations of their role or found to be incompatible with the best interests of the foundation, shall be removed from the Board of Directors.

Article VI: Meetings

Section 1: Annual Meeting - An Annual Meeting of the corporation and its members shall be held each year.

Section 2: Meetings & Notice - As a minimum, regular meetings of the Board of Directors shall be held quarterly according to a schedule announced by the Board Chair at the Annual Meeting. Special meetings of the foundation shall be held at the discretion of the Chair or by a majority vote of the Board of Directors or upon written request by ten (10) percent of the corporation's members-in-good-standing. Notices for such special meetings shall be provided by telephone, mail posted or email at least seven (7) days before the announced time, date and place.

Section 3: Quorum & Voting - A simple majority of Directors being present shall constitute a quorum for the conduct of business with, thereafter, a simple majority vote required for action on motions. Each duly elected Director shall have one vote. Proxy shall be permitted if the foundation president/founder is familiar with said representative. At special meetings of the foundation and at the Annual Meeting, the same rules shall apply to all members in good standing. All meetings may be attended by means of electronic conference with all members included simultaneously.

Section 4: Rules of Order - Robert's Rules of Order Simplified shall be followed in all meetings of the foundation and its committees, unless otherwise modified herein by these Bylaws. Minutes of action taken and members present at such meetings shall be recorded and maintained.

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
 "Call for orders of the day."

You want to take a short break.
 Move to recess for a set period of time.

You want to end the meeting.
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
 Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rd vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board's ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 rd s	√
Close Discussion	√			2/3 rd s	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

Article VII: Officers

Section 1: Officers - Officers of the foundation shall include a President, a Vice President, a Secretary and a Treasurer, F.A.M.I.S. Director, Outreach Director, Public Relations Director, Crafts Director, and Transportation Director. All such officers and positions must be duly elected from among voting members of the Board of Directors. Individuals can hold more than one office until all positions are filled. Director positions can be added as the need arises and voted upon by the Board of Directors.

Section 2: Election and Term of Office - Election of officers shall occur each year during the Annual Meeting/a Special Call Meeting shall be requested and voted on by the board of directors. following recommendations appointed by the President. Each officer shall be elected by members-in-good-standing present and serve for a period of one year. All vacancies in these offices shall be appointed by the President, or when absent the Board of Directors, for the remainder of that year.

Section 3: Duties of Board President - The President shall preside at all meetings of the Board of Directors, appoint committee members, exercise general oversight of corporate business and perform such other duties as may from time to time be assigned by the Board of Directors. The President, or a designee, may serve as an ex-officio member of those standing and special committees established by the Board. By invitation of the Board, the immediate past Board President may serve as a voting member on the Board of Directors for a period of one year.

Section 4: Duties of Vice President - Upon disability or absence of the President, the Vice President shall perform the duties of the President, and such other duties as may be assigned by the Board of Directors. The Vice President organizes the foundation's Annual Meeting and may serve as an ex-officio member of all committees.

Section 5: Duties of the Secretary - The Secretary shall record the minutes of all meetings of the Board of Directors, maintain records of committee meetings, oversee the maintenance of membership lists, provide for the safe keeping of all official contracts and records of the foundation and publish notices of scheduled meetings as required in these Bylaws.

Section 7: Duties of the Treasurer - The Treasurer shall be responsible for managing and overseeing the foundation's financial affairs, including budgeting, financial reporting, and insuring compliance with applicable laws. (Form 990, registered agent etc.). The Treasurer shall be responsible for procuring grants as it pertains to Crafts 4 Hope Foundation, Inc. This also involves implementing and overseeing internal controls to safeguard the charity's assets and prevent fraud, as well as managing banking and investment activities. The Treasurer also plays a role in fundraising and grant management, if applicable. If the organization does not have staff the treasurer might be responsible for: the prompt deposit of all receipts, an accurate accounting of income and expenditures, and shall present a written financial report to the Board of Directors at quarterly meetings. The Treasurer shall maintain the financial records of the foundation using acceptable

accounting practices and shall perform those other duties inherent to the office. Since Crafts 4 Hope Foundation, Inc is in its infancy, all banking activities shall require two signatures: one being that of the Founder/President and one being that of the Treasurer. As the foundation grows, the President/Founder will delegate this role to a dividual elected by the Board of Directors and agreed upon by the foundation's President/Founder.

Section 9: Duties of the Outreach Director – The Outreach Director shall take responsibility for exploring and maintaining Charitable events that Crafts 4 Hope can participate therein whether is for charity or a fundraising event. It is understood that Crafts 4 Hope Foundation, Inc is dedicated to giving a hand up or a handout wherever spiritually directed. This director shall bring events to the Board's attention as soon as possible when finding the event. If the outreach director cannot attend, the Outreach director will decide who will represent Crafts 4 Hope Foundation, Inc at any given event. At least two individuals must be present to represent Crafts 4 Hope Foundation at any charitable event.

Section 10: Duties of the Crafts Director – The Crafts Director shall oversee the creation of the crafts to be sold at crafting events and shall work with the outreach director and the public relations director to represent the foundation at public events to sell the created crafts or crafting donations to raise money for the foundation and its charitable endeavors. The Crafts Director shall send cards to the Board of Directors and members for birthdays and special events or occasions. What is to be sold at public events shall be voted on by the Board of Directors.

Section 11: Duties of the Public Relations Director – The Public Relations Director shall be the Liaison between the foundation and the public through social media, written or broadcast and shall be responsible for any situation that arouses due to social media, written or broadcasts and shall protect the identity of any vulnerable populations by no facial images and only using first names or initials when dealing with publications. Vulnerable population shall be referred to as those diagnosed with a mental illness, a current medical diagnosis, elderly, those under 18 years of age, those battling substance abuse. the homeless and the like. Nothing shall be published without written or verbal consent. The Public Relations Director shall bring to the attention of the Chair Board any potential situation, good or bad, and the Board of Directors will govern the situation and vote on a solution be it positive or negative. This foundation understands that the public is the public and not everyone will be a friend of the foundation, but the vision, mission and goals of this foundation is very important to its founder and every means possible will be exercised to carry out its mission in a positive light.

Section 12: Duties of the Transportation Director – The duties of the Transportation Director shall be to carry out the transportational needs of the foundation. The Transportation Director shall be compensated and reimbursed for gas as it relates to the activities of Crafts for Hope Foundation. A voucher shall be filled out and given to the Treasurer if the Transportation Director needs to be reimbursed. The Board of Directors will vote on expenses ahead of time when applicable and monies will be given to the Transportation Director. The Transportation Director will also pick up members and

directors in the immediate surrounding area so they can attend special events and meetings. The pickup area shall not exceed a 20-mile radius. To go beyond, it would bring it to a vote by the Board of Directors.

Article VIII: Standing and Special Committees

Section 1: Committees The corporation shall have two types of committees: Standing Committees that address ongoing needs of the foundation and Special Committees that address tasks, issues or needs of a shorter term and/or finite duration. Each committee shall prepare and maintain a written plan of work that has been approved by the Board of Directors. No committee (except the Finance Committee) is authorized to make binding decisions for the corporation that are not within its approved plan of work. At each regular meeting of the Board of Directors, there shall be a verbal report from each Standing Committee and Special Committee. Each committee must promptly submit a written record of its to the Secretary of the Board of Directors. Committees shall be formed as the need arises for this foundation.

Fundraising Committee – TBA and bylaws amended

Christmas Committee – TBA and bylaws amended

Article IX: Finance and Audits

Section 1: Fiscal Year - The Corporation's financial year shall commence on the fourth month, April, and end on the third month, March, in each calendar year.

Section 2: Funds and Property - All funds and property held by the foundation are maintained in trust for the purposes authorized in its charter and only in accordance with its official Mission and Goals. Bequests, gifts, loans and donations must first meet published foundation guidelines. Each officer, employee, volunteer or its agent, having custody of foundation funds or property, is to be covered by an appropriate fidelity and forgery insurance bond carried at the expense of the foundation.

Section 3: Records and Reports - Finances of the corporation shall be maintained in accordance with generally accepted accounting principles and its records shall be kept in such a manner as to facilitate the preparation of quarterly financial reports for the Board of Directors and membership.

Section 4: Deposits & Disbursements- All non-payroll disbursements greater than \$1,000 from the foundation's accounts shall be made only by checks or similar money orders signed by two authorized representatives: including the Treasurer or such person approved by the Board to serve in that role and any one of the following officers: President, Vice President, Treasurer. Non payroll disbursements of a lesser amount shall be made only by check or similar money order signed by one of the following representatives: President, Vice President, Treasurer. Routine payroll disbursements shall be made only by checks or similar money orders signed or the President, Vice President, Treasurer in that order of availability.

Section 5: Audits - The financial statements of this foundation shall be audited periodically as determined by the Board. Such an audit shall be made by a competent, certified public accountant of recognized standing who is not an officer of the corporation. Upon written request, audit reports shall be made available to foundation members and to any appropriate judicial authority.

Article X: Foundation Seal / Logo

The official seal of the foundation shall consist of the words BRINGING JOY MEETING NEEDS inscribed within two concentric circles with the image of a yellow diamond painting smiley face wearing glasses with praying hands inscribed inside the innermost circle. They may be used in conjunction with or interchanged with the established image of the Crafts 4 Hope Font image and Foundation, Inc underneath image. It may be written as: Crafts 4 Hope Foundation, Inc - Helping the Community Smile One Event At A Time - An example and official banner appears as follows:



The official seal and logo image is trademarked, and the words are copyrighted, and any use thereof will follow copyright and trademark laws.

Article XI: Dissolution of the Foundation

Section 1: Dissolution Rule - Following an affirmative vote in favor by two-thirds (2/3) of the Foundation membership voting, the Board of Directors shall call a special meeting for the sole purpose to voluntarily dissolve this Foundation. At that time all assets and funds, after all liabilities and obligations have been paid, along with all minutes and records, shall be promptly transferred into the custody of an appropriate organization or agency designated by the Board of Directors. In this rule, every attempt will be made to satisfy the foundation's mission.

Section 2: Optional Rule - In the event no Board of Directors exist, or the Board of Directors refuse or fail in a reasonable period to dissolve the Foundation, upon application by any officer or member, the Superior Court of Cumberland County shall dissolve the corporation in a manner consistent with the above rule and in accordance with Section 501(c)(3) of the Internal Revenue Code of 1986.

Article XII: Amendments

Amendments may be adopted at any meeting at which a quorum is declared present, provided appropriate notice of the amendment is provided all members at least ten (10) days prior to said meeting. Amendments to these Bylaws require two-thirds (2/3) approval by those members present and voting. Such amendments take effect as stated in the original motion.

HISTORICAL NOTES:

Approved by founders and incorporators [May 2024]

Approved by Charter (NJ) Board of Directors [May 2024]

REVISIONS TO BYLAWS: Approved by Board of Directors [November 2025]