

Bylaws of Express, Fulfill, Prosper Corporation

Preamble: We, the members of Express, Fulfill, Prosper, in order to develop an effective non-profit organization and leaders through training and education, do hereby establish these bylaws.

Article I: Express, Fulfill, Prosper

1. The name of this organization will be Express, Fulfill, Prosper, henceforth referred to as EFP.

Article II: Affiliation with other groups

1. No affiliations at this time.

Article III: Purpose, vision, mission, aims, functions of the organization.

1. Purpose: Express, Fulfill, Prosper is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. Express, Fulfill, Prosper is established for the purpose of creating an environment permeated with support for anyone in need of assistance, focusing on people with psychological disorders. This will be done through various social and fundraising events with the main purpose of allowing these individuals to feel acknowledged. Express, Fulfill, Prosper will establish this through building a trusting bond between our members and the individuals we connect with. Express, Fulfill, Prosper is determined to bring awareness towards mental health and challenge the stigma surrounding it.
3. Mission: to support individuals with psychological disorders and those within our communities to freely EXPRESS themselves, effectively FULFILL their goals, and efficiently PROSPER.
 - a. Through campus, hospital, school, and local events, Express, Fulfill, Prosper will provide opportunities for its members to gain leadership experience, community service hours, and volunteer opportunities.

3. Express, Fulfill, Prosper understands and is committed to fulfilling its responsibilities of abiding by the state and federal policies and procedures.
4. All activities and functions of the organization must be legal under local, state, and federal laws.

Article IV: Membership

1. Active membership shall be limited to persons within the state of Michigan. In addition, the following requirements are necessary to constitute active members:
 - a. If any event a member participates in requires a payment, they are responsible for it unless otherwise mentioned.
 - b. Participation in at least two events throughout the year. This will be monitored through the sign-in sheets for events (If a board member is not attending an event to see you, proof such as a picture must be shown to the board).
 - c. Upon joining the organization, all members agree not to undermine the purpose or mission of Express, Fulfill, Prosper.
 - d. Express, Fulfill, Prosper is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities.
2. Joining the organization:
 - a. Interested individuals may join the organization by requesting to be added to the members list, contacting a member, or emailing the group at ExpressFulfillProsper@gmail.com.
 - b. There are no various types of membership; all members will have the same duties and responsibilities.
 - c. Upon joining the organization, a member must agree to abide to all of these terms including and not limited to: taking full responsibility for your actions, behaving responsibly, and maintaining confidentiality.
Express, Fulfill, Prosper will not be held accountable for any consequences resulting from the actions or words of a member at an event or otherwise that connects to Express, Fulfill, Prosper
3. Withdrawal
 - a. A member may voluntarily withdraw from the organization by notifying the executive board of their desire to discontinue membership.
 - b. If a member is already signed up for an event, they may not leave until that duty is fulfilled unless otherwise told.
 - c. Financial obligations previously paid to the organization will not be refunded.

- d. The board members do have the right to remove a member if they are in violation of the organization's ethics and mission.
 - e. No appeal process exists, all decisions are final.
 - f. Reinstatement is only determined by the executive board after a meeting with that member.
4. Hazing will not be used as a condition of membership in this organization.

Article V: Officers

1. Express, Fulfill, Prosper will be governed by an executive board consisting of nine officers:
 - a. A Program Director will preside at meetings. The Program Director will maintain the power to appoint all board chairpersons, shall present all motions to the body, and shall be present at most of the Express, Fulfill, Prosper events and meetings. Program Director will also make the final decision on all things depending on popular vote of the executive board and what will help this organization prosper.
 - b. Express, Fulfill, Prosper's Program Director shall appoint a Program Manager based on executive board popular vote. The Program Manager's duties shall be to preside at all meetings and functions that the Program Director cannot attend and facilitate/manage events.
 - c. Express, Fulfill, Prosper's executive board shall appoint an Administrative Consultant who will handle all dues, rule observances at meetings, protocol, compliance with local, state, and federal policies, investigate concerns of the executive board and the organization's members.
 - d. Express, Fulfill, Prosper's executive board shall appoint a Social Media Coordinator who will be active on social media, bring awareness to mental health, gain attention, update website, and take pictures at events.
 - e. Express, Fulfill, Prosper's executive board shall appoint a Community Outreach Advocate that will find individuals, groups, or programs in the community or surrounding areas that need assistance.
 - f. Express, Fulfill, Prosper's executive board shall appoint a Fundraising Manager to look for places to fundraise at, come up with fundraising events, and make flyers.
 - g. Express, Fulfill, Prosper's executive board shall appoint a Public Relations Manager that will be the bridge between our main branch and other Express, Fulfill, Prosper branches. They will be the main contact person for other branches that need assistance from us and ensure that other branches are not violating their contracts.

- h. Express, Fulfill, Prosper's executive board shall appoint a Member Records Manager who will log member hours, gather volunteers for our events, inspect member concerns, find and recruit new members, and inform members about upcoming events.
- i. Express, Fulfill, Prosper's executive board shall appoint a Financial Officer that will coordinate budgets, reimbursements, and work the bank account.
- j. Future board will be appointed by current executive board members.
- k. Eligibility for these positions depends on what an individual can bring to this organization. This will be shown through an interview as well as what an individual has participated in. Responsibilities may be added to an executive position's workload depending on the event circumstance.
- l. An officer can not hold more than one position concurrently.
- m. Individuals can apply for an open position using our application found on our website.
- 2. Terms of office:
 - a. The Program Director will keep their position until they resign.
 - b. All other board members will also keep their position until resignation or termination from the group by the Program Director.
 - c. Future officers will assume their position a week after the previous officer resigns.

Article VI: Removal of Members and Officers

1. Removal of Officers

Any officer of Express, Fulfill, Prosper in violation of Express, Fulfill, Prosper's purpose, bylaws, or who fails to fulfill their responsibilities as outlined in Article V, may be removed from office by the following process:

- a. Get a request backed up by at least three members of the executive board requesting the removal of an officer.

Article VII: Officer Vacancies

1. Procedure for filling vacated positions

- a. If an officer is removed in violation of the constitution, the vacant spot will be given to a self-nominee of the executive board's choosing through the submission of their application.
- b. No special elections are held.

3. Appeals

- a. There is no appeal policy in this organization.

Article VIII: Meetings

1. Meetings
 - a. Meetings will be held as needed and announced via email.
 - b. Voting will occur in meetings as needed and by appropriate members.

Article X: Ratification and empowerment

1. These bylaws were adopted on March 6, 2018
2. The bylaws may be subject to change at any time by the Founder (Heba Dabaja).

Article XI: Operations

1. Voting Eligibility:
 - a. When there are voting topics to be discussed, the executive board will unanimously vote.
 - b. Final ruling comes down to the Program Director.
 - b. Votes will take place at called mandatory meetings.
2. Voting continued
 - a. Future Program Director shall be appointed by the executive board based on the most eligible: determination, participation, leadership, etc.
 - b. Incoming officers will assume their positions one week after voting is held.
 - c. All voting shall be done by secret ballot, to be collected and tabulated by the outgoing Administrative Consultant.
 - d. If the outgoing Administrative Consultant is a nominee for another position, he/she/they should recuse themselves of tallying ballots and appoint another officer or member to take his/her place.
3. All meetings will occur as needed at a time selected by the executive board and will follow the procedure set forth below:
 1. Attendance
 2. Report by the Program Director
 3. Board reports
 4. Member reports
 5. Voting on any decisions
 6. Other business
 7. Dismissal by the Program Director

Article XII: Finances

1. Any financial needs/issues will be discussed among the executive board then shared with members during meetings as needed.

Article XIII: Quorum

1. Seven-ninths (7/9) of the executive board must be present to constitute a quorum for elections and official business that requires a vote.

Article XIV: Statement of Compliance

1. Express, Fulfill, Prosper has read and agrees to fully comply with the local, state, and federal laws/policies. We understand that the organization's registration is contingent on acceptance of these policies.

Article XV: Amendments

1. Proposing amendments
 - a. The procedure for writing bylaws needs to be in writing or email and given to the Program Director.
 - b. Any member can propose bylaws.
 - c. These bylaws will be discussed during meetings for popular opinion.
2. Provisions
 - a. A bylaw can be proposed at any time.
 - b. New bylaws take effect immediately unless otherwise mentioned by the Founder.

Article XVI: Compensation and Conflict of Interest Policy

1. Compensation arrangements will be approved in advance of paying compensation
2. In the event that the financial interest of a member is at odds with our mission and values, they will excuse themselves from voting matters.
3. Private interests will not be tolerated, all acts should be done for charitable and educational purposes.

Article XVII: Dissolution

1. In the event that Express, Fulfill, Prosper will be terminated, the Resident Agent will make all appropriate arrangements to distribute funds and assets.

- a. Upon the dissolution of this 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 future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
- b. Funds will be donated to an organization, individual, or facility.
- c. All members and executive board will be relieved of their duties.

Article XVIII: History

1. Express Fulfill Prosper was founded by Heba Dabaja, Resident Agent, on December 5, 2017. Any branch of Express, Fulfill, Prosper shall be closed as requested by the Founder.
2. Express, Fulfill, Prosper was registered in the state as a corporation by Heba Dabaja on December 27, 2019.
4. Revision dates will be kept track of
 - a. 03/06/2018
 - b. 03/26/2018
 - c. 03/29/2018
 - d. 01/30/2019
 - E. 10/09/2019
 - F. 10/30/2019
 - G. 10/31/2019
 - H. 11/26/2019
 - I. 12/02/2019
 - J. 01/04/2020
 - K. 01/25/2020
 - L. 02/18/2020
 - M. 12/22/2020

By joining you are agreeing that you have read the bylaws and abide to all terms and conditions. Failure to meet these terms and conditions could end in termination of your membership and other possible consequences.