

# **Amendment VII to Crafts for Charity Inc**

## **Bylaws: Officers**

### **AMEND Article VI, Section 6.01**

#### **Current:**

"The officers of this corporation shall be the President, Vice President, Secretary, Treasurer, and Director of Communications. An officer may hold more than one position if they wish to, excluding the offices of President and Vice President, however, they may not act as more than one individual where two or more officers are needed. Each officer will have the authority and is obligated to perform the duties as described in these bylaws. The Board may also appoint other officers as deemed appropriate. These officers will have the authority and duties that the Board will determine and all officers must be active members of the Board."

#### **New:**

"The officers of this corporation shall be the President, Secretary, Treasurer, and Robotics for All Representative. An officer may hold more than one position if they wish to; however, they may not act as more than one individual where two or more officers are needed. Each officer will have the authority and is obligated to perform the duties as described in these Bylaws. The board may also appoint other officers as deemed appropriate. These officers will have the authority and duties that the board will determine and all officers must be active members of the board."

### **AMEND Article VI, Section 6.02**

#### **Current:**

"The terms of office for any officer should align with said officer's terms of office in their position on the board of directors as outlined in these bylaws."

#### **New:**

"The terms of office for any officer should align with said officer's terms of office in their position on the board of directors as outlined in these Bylaws."

## **AMEND Article VI, Section 6.03**

### **Current:**

"The terms for removal and resignation of an officer align with their terms and removal as a director as outlined in these bylaws."

### **New:**

"The terms for removal and resignation of an officer align with their terms and removal as a director as outlined in these Bylaws."

## **AMEND Article VI, Section 6.04**

### **Current:**

"The President shall preside at all meetings of the members of the board of directors. The President shall have the following duties:

- A. He/She provides leadership to the Board of Directors and chairs board meetings.
- B. He/She shall encourage strategic planning, guiding board actions in regards to organizational priorities and governance concerns, with a focus on Crafts for Charity Inc's mission statement.
- C. He/She shall inform all board members of the condition and operations of Crafts for Charity Inc.
- D. He/She shall elect, monitor, support, and if necessary, change top management (Board of Directors and Executive Staff).
- E. He/She shall appoint chairpersons of committees after consultation with other board members and serve ex officio on all committees.
- F. He/She shall monitor, review, and approve financial planning and reports."

### **New:**

"The President shall preside at all meetings of the members of the board of directors. The President shall have the following duties:

- A. He/She shall provide leadership to the board of directors and chair board meetings.
- B. He/She shall encourage strategic planning, guiding board actions in regard to organizational priorities and governance concerns, with a focus on Crafts for Charity Inc's mission statement.
- C. He/She shall inform all board members of the condition and operations of Crafts for Charity Inc.
- D. He/She shall elect, monitor, support, and if necessary, change top management (board of directors and executive staff).
- E. He/She shall appoint chairpersons of committees after consultation with other board members and serve ex officio on all committees.
- F. He/She shall monitor, review, and approve financial planning and reports."

## **REMOVE Article VI, Section 6.05**

### **Current:**

"The Vice-President shall perform the duties of the President in the President's absence. While taking on the duties of the President, the Vice president will also assume the full powers and restrictions of the President. The Vice-President's duties are:

- A. He/She shall assist the President and the board of directors to design the company's overall mission, values, and strategic goals.
- B. He/She shall attend meetings of the board and share company information.
- C. He/She shall lead, guide, direct, and evaluate the work of other staff and ensure a healthy working environment
- D. He/She shall contribute to strategic business development and the profitability of the company as determined by the company's strategic goals.
- E. He/She shall evaluate the success of the company in achieving its goals and create plans to correct any issues if the company is not achieving its goals.
- F. He/She shall assist in managing the company's finances, identifying ways to increase revenue and decrease costs, analyzing financial reports, and preparing operating budgets.

G. He/She shall perform other duties as assigned to him/her by the President.”

## **AMEND Article VI, Section 6.06**

### **Current:**

“The Secretary shall attend all meetings of the Board unless excused by the President. The Secretary’s duties shall consist of:

- A. He/She shall write and distribute to all board members a board calendar with a basic overview of what will be discussed at board meetings throughout the year.
- B. He/She shall schedule and provide adequate notice of board meetings, ensuring that enough meetings are scheduled each year, in compliance with bylaws.
- C. He/She shall work with the President to ensure agendas are written for all meetings and that agendas are distributed to all board members.
- D. He/She shall manage all minutes of board meetings and maintain records of the board, ensuring that minutes are distributed to all board members shortly after meetings of the board.
- E. He/She shall have a thorough understanding of all legal documents to ensure documents and policies are followed and update legal documents as necessary.
- F. He/She shall perform other duties as assigned to him/her by the President.”

### **New:**

“The Secretary shall attend all meetings of the board unless excused by the President. The Secretary’s duties shall consist of:

- A. He/She shall write and distribute a board calendar with a basic overview of what will be discussed at board meetings throughout the year to all board members.
- B. He/She shall schedule and provide adequate notice of board meetings, ensuring that enough meetings are scheduled each year, in compliance with the Bylaws.

- C. He/She shall work with the President to ensure that agendas are written for all meetings and that agendas are distributed to all board members.
- D. He/She shall manage all minutes of board meetings and maintain records of the board, ensuring that minutes are distributed to all board members shortly after meetings of the board.
- E. He/She shall have a thorough understanding of all legal documents to ensure that documents and policies are followed.
- F. He/She shall update legal documents as necessary.
- G. He/She shall perform other duties as assigned to him/her by the President."

## **AMEND Article VI, Section 6.07**

### **Current:**

"The Treasurer's duties shall be:

- A. He/She shall communicate about all financial matters with designated staff.
- B. He/She shall ensure appropriate financial systems/controls are in place and in compliance with legislation.
- C. He/She shall prepare and present regular reports to the board on the organization's financial position including financial statements, key financial events, trends, concerns, and assessments of fiscal help.
- D. He/She shall advise on financial implications of strategic and operational plans.
- E. He/She shall manage the bank account and set up and manage appropriate systems for book-keeping, payments, deposits & petty cash.
- F. He/She shall perform other duties as assigned to him/her by the President."

### **New:**

"The Treasurer's duties shall be:

- A. He/She shall communicate about all financial matters with the designated staff.

- B. He/She shall ensure that appropriate financial systems/controls are in place and in compliance with legislation.
- C. He/She shall prepare and present regular reports to the board on the organization's financial position including financial statements, key financial events, trends, concerns, and assessments of fiscal help.
- D. He/She shall advise on the financial implications of strategic and operational plans.
- E. He/She shall manage the bank account and set up and manage appropriate systems for book-keeping, payments, deposits & petty cash.
- F. He/She shall perform other duties as assigned to him/her by the President."

## **REMOVE Article VI, Section 6.08**

### **Current:**

"The Director of Communications' duties shall be:

- A. He/She shall identify media and public issues that can be used to support CFC's work and he/she shall create and implement plans to use them
- B. He/She shall collaborate with the President and Vice President to develop communication strategies that will broaden CFC's reach and deepen CFC's impact
- C. He/She shall lead, manage, and support the outreach teams of Crafts for Charity Inc.
- D. He/She shall perform other duties as assigned to him/her by the President."

Approved by the Board of Directors on the 4th of August, 2021

Approve: 3, Reject: 0, Abstain: 0, Absent: 1



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Victoria Tsai, President - Crafts for Charity Inc

*Lucy Wang*

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Lucy Wang, Secretary - Crafts for Charity Inc