**BYLAWS OF Melanin Fitness**

**05-18-2023**

**ARTICLE I. NAME OF ORGANIZATION**

The name of the Organization is Melanin Fitness

**ARTICLE II. CORPORATE PURPOSE**

**Section 1. Purpose**

Melanin Fitness is an organization geared to promote healthy lifestyles, gain self-confidence, and enhance mental well-being for women of color through fitness and wellness.

**ARTICLE III. MEMBERSHIP**

**Section 1. Eligibility for Membership**

Anyone is permitted to participate in activities held by Melanin Fitness, but the purpose of the organization is to cater to women of color.

**Section 3. Rights of Members**

Members are permitted to be active in programming and serve on the executive board.

**Section 4. Resignation and Termination**

Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the membership.

**ARTICLE IV. MEETINGS OF MEMBERS**

**Section 1. Regular Meetings**

Regular meetings of the members shall be held quarterly, at a time and place designated by the chair.

**Section 2. Annual Meetings**

An annual meeting of the members shall take place in which the month the specific date, time and location of which will be designated by the chair. At the annual meeting the members shall elect directors and officers, receive reports on the activities of the association, and determine the direction of the association for the coming year.

**Section 4 Notice of Meetings**

Printed notice of each meeting shall be given to each voting member, by mail, not less than a week prior to the meeting.

**Section 5. Quorum**

A quorum for a meeting of the members shall consist of at least sixty percent (60%) of active membership.

**Section 6. Voting**

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

**ARTICLE V. BOARD OF DIRECTORS**

**Section 1. General Powers**

The affairs of the Organization shall be managed by its Executive Board. The Executive Board shall have control of and be responsible for the management of the affairs and property of the organization.

**Section 2. Number, Tenure, Requirements, and Qualifications**

The number of executive members shall be flexible from time-to-time by the Directors but shall consist of the following officers: the President, the first Vice-President, Membership Chair, the Secretary, and the Treasurer and Social Media Chair.

The members of the Executive board shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified. All members of the Executive Board must be approved by a majority vote of the members present and voting. No vote on new members of the Executive Board is present as provided in Section 6 of this Article.

Each member of the Executive Board shall attend all (unless excused) monthly meetings and programming of the Board per year.

**Section 3. Regular and Annual Meetings**

An annual meeting of the Executive Board shall be held at a time and day in the month of each calendar year and at a location designated by the Executive Board. The Board of Directors may provide by resolution the time and place, for the holding of regular meetings of the Board. Notice of these meetings shall be sent to all members of the executive board no less than ten (10) days, prior to the meeting date.

**Section 4. Special Meetings**

Special meetings of the Executive Board may be called by or at the request of the President or any two members of the executive board. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meetings of the Board called by them.

**Section 5. Notice**

Notice of any special meeting of the Board of Directors shall be given at least two (2) days in advance of the meeting by telephone, facsimile or electronic methods or by written notice. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a executive board committee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular meeting of the executive board. s need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

**Section 6. Quorum**

The presence, in person of a majority of current members of the executive board shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors presents at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

**Section 7. Forfeiture**

Any member of the Board of Directors who fails to fulfill any of her requirements as set forth in Section 2 of this Article shall automatically forfeit her seat on the Board. The Secretary shall notify the Director in writing that her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 2 of this Article are not entitled to vote at the annual meeting and are not entitled to the procedure outlined in Section 14 of this Article in these by-laws.

**Section 8. Vacancies**

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

**Section 9. Compensation**

Members of the Executive Board shall not receive any compensation for their services as Executive Board Members.

**Section 10. Informal Action by Directors**

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by two-thirds (2/3) of all of the Directors following notice of the intended action to all members of the Executive Board.

**Section 11. Confidentiality**

Directors shall not discuss or disclose information about the Organization or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Organizations’ purposes or can reasonably be expected to benefit the Organization. Directors shall use discretion and good business judgment in discussing the affairs of the Organization with third parties. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the organization, including but not limited to accounts on deposit in financial institutions.

Each Director shall execute a confidentiality agreement consistent herewith upon being voted onto and accepting appointment to the Executive Board.

**Section 12. Advisory Council**

An Advisory Council may be created whose members shall be elected by the members of the Executive Board annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board. Advisory Council members may attend said meetings at the invitation of a member of the Executive Board. Members of the Advisory Council shall possess the desire to serve the community and support the work of the Organization by providing expertise and professional knowledge. Members of the Advisory Council shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the Advisory Council.

**Section 13. Parliamentary Procedure**

Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert’s Rules of Order.

**Section 14. Removal.**

Any member of the Executive Board or members of the Advisory Council may be removed with or without cause, at any time, by vote of three-quarters (3/4) of the members of the Executive Board if in their judgment the best interest of the Organization would be served thereby. Each member of the Executive Board must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. An officer who has been removed as a member of the Executive Board shall automatically be removed from office.

Members of the Executive Board who are removed for failure to meet the minimum requirements in Section 2 of this Article in these by-laws automatically forfeit their positions on the Board pursuant to Section 7 of this Article, and are not entitled to the removal procedure outlined in Section 14 of this Article.

**ARTICLE VI. OFFICERS**

The officers of this Board shall be the President, Vice-President, Secretary and Treasurer. All officers must have the status of active members of the Board.

**Section 1. President**

The President shall preside at all meetings of the membership. The President shall have the following duties:

1. She shall preside at all meetings of the Executive Committee.
2. She shall have general and active management of the business of this Advisory Board.
3. She shall see that all orders and resolutions of the Advisory Board are brought to the Advisory Board.
4. She shall have general superintendence and direction of all other officers of this organization and see that their duties are properly performed.
5. She shall submit a report of the operations of the program for the fiscal year to the Advisory Board and members at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.
6. She shall be Ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.

**Section 2. Vice-President**

The Vice-President shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter. The Vice-Presidents duties are:

1. She shall have the duty of chairing their perspective committee and such other duties as may, from time to time, be determined by the Advisory Board.

**Section 3. Secretary**

The Secretary shall attend all meetings of the Advisory Board and of the Executive Committee, and all meetings of members, and assisted by a staff member, will act as a clerk thereof. The Secretary’s duties shall consist of:

1. She shall record all votes and minutes of all proceedings in a book to be kept for that purpose. She in concert with the President shall make the arrangements for all meetings of the Advisory Board, including the annual meeting of the organization.
2. Assisted by a staff member, She shall send notices of all meetings to the members of the Advisory Board and shall take reservations for the meetings.
3. She shall perform all official correspondence from the Advisory Board as may be prescribed by the Advisory Board or the President.

**Section 4. Treasurer**

The Treasures duties shall be:

1. She shall submit for the Finance and Fund Development Committee approval of all expenditures of funds raised by the Advisory Board, proposed capital expenditures (equipment and furniture) , by the staff of the agency.
2. She shall present a complete and accurate report of the finances raised by this Advisory Board at each meeting of the members, or at any other time upon request to the Advisory Board.
3. She shall have the right of inspection of the funds resting with all commitees
4. It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
5. She shall perform such other duties as may be prescribed by the Advisory Board or the President under whose supervision She shall be.

**Section 5. Election of Officers**

The Nominating Committee shall submit at the meeting prior to the annual meeting the names of those persons for the respective offices of the Advisory Board. Nominations shall also be received from the floor after the report of the Nominating Committee. The election shall be held at the annual meeting of the Advisory Board. Those officers elected shall serve a term of one (1) year, commencing at the next meeting following the annual meeting.

Officers of the Executive Committee shall be eligible to succeed themselves in their respective offices for two (2) terms only. To be extended it must be put to a vote.

**Section 6. Removal of Officer**

The Advisory Board with the concurrence of 3/4 of the members voting at the meeting may remove any officer of the Executive Board and elect a successor for the unexpired term. No officer of the Executive Board shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the member in writing twenty (20) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion.

**Section 7. Vacancies**

The Nominating Committee shall also be responsible for nominating persons to fill vacancies which occur between annual meetings, including those of officers. Nominations shall be sent in writing to members of the Advisory Board at least two (2) weeks prior to the next meeting at which the election will be held. The persons so elected shall hold membership or office for the unexpired term in respect of which such vacancy occurred.

**ARTICLE VII. COMMITTEES**

**Section 1. Committee Formation**

The board may create committees as needed. The board chair appoints all committee chairs.

**Section 2. Executive Committee**

The four officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Inorganization and Bylaws, the Executive Committee shall have all the powers and authority of the Executive Board in the intervals between meetings of the Executive Board and is subject to the direction and control of the full board.

**Section 3. Finance Committee**

The treasurer is the chair of the Finance Committee, which includes three other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public.

**ARTICLE IX. – Conflict of Interest and Compensation**

**Section 1: Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt organization’s (Melanin Fitness) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Section 2: Definitions**

1. Interested Person  
   Any director, principal officer, or member of a committee with governing 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:
   1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
   2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
   3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**Section 3. Procedures**

1. 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 be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. 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, She shall leave the governing 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.
3. Procedures for Addressing the Conflict of Interest  
   1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, She shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
   2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
   3. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
   4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy
   1. If the governing board or committee has reasonable cause to believe 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. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Section 4. Records of Proceedings**

The minutes of the governing 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 governing 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.

**Section 5. Compensation**

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization 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 the Organization for services is precluded from voting on matters pertaining to that member’s compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

[Hospital Insert – for hospitals that complete Schedule C

1. Physicians who receive compensation from the Organization, whether directly or indirectly or as employees or independent contractors, are precluded from membership on any committee whose jurisdiction includes compensation matters. No physician, either individually or collectively, is prohibited from providing information to any committee regarding physician compensation.]

**Section 6.Annual Statements**

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

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

**Section 7. Periodic Reviews**

To ensure the Organization 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 the Organization’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.

**Section 8. Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**ARTICLE X. IDEMNIFICATION**

**Section 1. General**

To the full extent authorized under the laws of the District of Columbia, the organization shall indemnify any director, officer, employee, or agent, or former member, director, officer, employee, or agent of the organization, or any person who may have served at the Organization’s request as a director or officer of another Organization (each of the foregoing members, directors, officers, employees, agents, and persons is referred to in this Article individually as an “indemnitee”), against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution of the Executive Board, or otherwise.

**Section 2. Expenses**

Expenses (including reasonable attorneys’ fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the Organization in advance of the final disposition of such action, suit, or proceeding, if authorized by the Executive Board, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

**Section 3. Insurance**

The Organization may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person’s status as such, whether or not the Organization would have the power or obligation to indemnify such person against such liability under this Article.

**ARTICLE XI. BOOKS AND RECORDS**

The Organization shall keep complete books and records of account and minutes of the proceedings of the Executive Board.

**ARTICLE XII. AMENDMENTS**

**Section 1. Articles of Organization**

The Articles may be amended in any manner at any regular or special meeting of the Executive Board, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by e-mail or at least five days if delivered by mail. As required by the Articles, any amendment to Article III or Article VI of the Articles shall require the affirmative vote of all directors then in office. All other amendments of the Articles shall require the affirmative vote of an absolute majority of directors then in office.

**Section 2. Bylaws**

The Executive Board may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.



**ARTICLE XIII. Non-Hazing and Anti-Discrimination Clause**

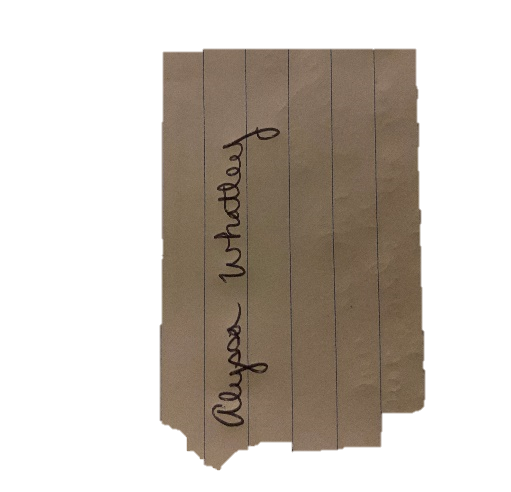
Non-Hazing: The laws of the state of Ohio and the University of Cincinnati policies concerning hazing shall be observed. Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing. A hazing incident may be reported by anyone; a person who the activity directly affected, a person who was involved in the incident; faculty/staff, parents, friends, or community members. If you have witnessed or have knowledge of a possible hazing incident, please report the incident.

Anti-Discrimination: The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, except for religious qualifications which may be required by organizations whose aims are primarily sectarian, national origin, ancestry, medical condition, genetic information, marital status, parental status (including status as a foster parent), sex, age, sexual orientation, military status (past, present, or future), or gender identity and expression in its programs and activities.

**ADOPTION OF BYLAWS**

We, the undersigned, are all the initiating executive board members of this Organization, Melanin Fitness and we consent to, and hereby do, adopt the foregoing Bylaws, as the Bylaws of this Organization.

ADOPTED AND APPROVED by the Executive Board on this 18th day of May 2023

 LaMyia Dudley, Active President – Melanin Fitness

ATTEST: Alyssa Whatley, Former President – Melanin Fitness