

# ***NATIONAL COUNCIL FOR LEADERSHIP, INC.***

*"EMPOWERING PEOPLE TO CREATE THEIR OWN FUTURE!"*

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## **NATIONAL COUNCIL FOR LEADERSHIP, INC.**

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To **National Council for Leadership** Board Members:

Welcome to the **National Council for Leadership** Board of Directors and thank you for agreeing to serve. I look forward to working with each of you. Your enthusiasm, expertise, and support will be needed to help this organization to prepare the workforce for the challenges of a global economy.

I recognize that you have a demanding schedule and are extraordinarily busy. Therefore, I will try our best to maximize your available time. The Board will hold a virtual meeting four (4) times during our fiscal year; July, October, January and April. As we are a newly formed board, I proposed that we hold our 90-minute web-conference meeting the third Wednesday of the scheduled meeting month at 4pmEST. We will adhere to a strict agenda and time schedule. We also are authorized by our bylaws to approve resolutions via e-mail.

In your Board of Directors Handbook, you will find additional information about the **National Council for Leadership**. Once we have reviewed and approved the proposed by-laws, confirm meeting times and appoint and approve the Vice Chairperson, Secretary and Treasurer, a revised Board of Directors Handbook will be upload to the secure board library site on the NCL website for easy access.

In the meantime, if you have any questions, please do not hesitate to contact either me via email or by phone. I'm elated to have each of you as the founding board members of the organization. Again, welcome to the **National Council for Leadership** Family!

Pat Martinez,

NCL Board Chairperson

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## ***National Council for Leadership's* HISTORY**

The National Council for Leadership was founded in 2013 but launched in 2017 to address the need to provide access to comprehensive leadership training to those seeking to enhance their future. We are a private, non-profit organization dedicated to developing leaders to overcome challenges as they strive to achieve their personal purpose, career goals or learn how to help their communities.

## ***National Council for Leadership's* VISION**

To be the leading transformation agent in developing leaders to overcome challenges as they strive to achieve their personal purpose, career goals or learn how to help their communities.

## ***National Council for Leadership's* MISSION**

To empower people to create their own future, that will impact economic mobility to enable them to attain financial stability through education, training, mentoring and sponsorship.

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**NATIONAL COUNCIL FOR LEADERSHIP, INC.**

Main Office:

1200 G St. NW #800, Washington, DC 20005

Office: 202-434-8700

[info@nationalcouncilforleadership.org](mailto:info@nationalcouncilforleadership.org)

Charlotte Office:

Leadership in the Clouds™ (Affiliate)

525 N. Tryon Street, Suite 1600, Charlotte, NC 28202

Office: 704-444-8395

**Current Staff**

Pat Martinez, Chairperson/President

[pmartinez@leadershipintheclouds.com](mailto:pmartinez@leadershipintheclouds.com) or

[pmartinez@nationalcouncilforleadership.org](mailto:pmartinez@nationalcouncilforleadership.org)

Carol Funderburk, Executive Assistant

[EA@nationalcouncilforleadership.org](mailto:EA@nationalcouncilforleadership.org)

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**Board of Directors (contact information to be added)**

Victor Delerme

Donna Dostal

James Perez Foster

Pat Martinez

Ivette Mayo

Marjorie Serralles-Russell

Edgar Saucedo

Composition of the National Board:

- Atlanta-1
- Charlotte-2
- Denver-1
- Houston-2
- Omaha-1

**Victor Delerme**/Atlanta/ Latino/Male/CPA/Business Owner

**Donna Dostal** /Omaha/Caucasian/Female/NPO-Business Development

**Pat Martinez**/Charlotte/Latina/Female/Business Owner/NPO

**Ivette Mayo**/Houston/Latina/Female/Business Owner/Certified Speaker

**James Perez-Foster**/Denver/Latino/Male/Business Owner/Financial

**Marjorie Serralles-Russell**/Charlotte/ Latina/Female/Attorney/Business Owner

**Edgar Saucedo**/Houston/ Latino/ Male/Business Owner

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**Proposed Schedule of Board Meetings**

**Fiscal Year 2017-2018**

July 19, 2017

4:00pmEST to 5:30pmEST

October 18, 2017

4:00pmEST to 5:30pmEST

January 17, 2018

4:00pmEST to 5:30pmEST

April 18, 2018

4:00pmEST to 5:30pmEST

June 1, 2018

Board Retreat

TBD

**(Full three-year calendar-board meetings page)**

# **NATIONAL COUNCIL FOR LEADERSHIP, INC.**

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## **Board of Directors Job Description and Board Expectations**

### **Job Description**

**BASIC DESCRIPTION:** Provide visionary leadership and oversight for the accomplishment of the National Council for Leadership's (NCL) mission and purpose. The Board of Directors has the fiduciary responsibility to ensure the NCL meets its legal, financial, and programmatic responsibilities for its activities.

### **MAJOR RESPONSIBILITIES:**

- A. Assist in determining policies and adherence to the NCL Bylaws, Personnel Practices, and operating procedures to ensure proper governance of NCL's human resources, assets, and infrastructure.
- B. Assist with Strategic Planning, assessment and maintenance NCL's viability to meet community and business needs by the mission of the organization.
- C. Assist in fundraising development, fund raising activities and brand recognition of NCL.
- D. Assist in the development, recruitment and sustaining of the Board of Directors.
- E. Evaluate and assess the performance of the President/CEO and operations.

### **I. STRATEGIC FOCUS**

- A. Assist in determining policies and adherence to the NCL Bylaws, personnel practices, and operating procedures to ensure proper governance of NCL's human resources, assets, and infrastructure.
  - 1. Ensure the organization's compliance with Bylaws, personnel practices, and other operational procedures as determined by the Board of Directors and President/CEO.
  - 2. Provide the yearly review of Bylaws, Personnel Practices, and other operating procedures as established by the Board of Directors and President/CEO.
  - 3. Ensure all Board members have signed a Conflict of Interest Statement.
  - 4. Review financial and program records at board meetings.
  - 5. Attend Board and committee meetings.
- B. Assist with Strategic Planning, assessment and maintenance NCL's viability to meet community and business needs by the mission of the organization.
  - 1. Contribute to the development, maintenance, and adoption of Strategic Planning at least every five years.
  - 2. Monitor benchmarks set within strategic plans until completion or a new direction is determined.
  - 3. Ensure operations are consistent with the direction of adopted strategic plans and mission.

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- C. Assist in fundraising development, fund raising activities and brand recognition of NCL.
  - 1. Contribute to the development and maintenance of relationships with corporate and individual donors.
  - 2. Assist in the identification and acquiring of Investment Donors through corporate donations, corporate sponsorships, corporate donor drives, or people who can give at the Investment levels.
  - 3. Participate and assist in the identification of partners for fundraising and special events.
  - 4. Assist in the development, maintenance and review of NCL branding and marketing.
  
- D. Serve as a member of a standing committee.
  - 1. Serve on at least one Board committee.
  
- E. Assist in the development, recruitment and sustaining of the Board of Directors.
  - 1. Determine the strategic composition of the Nominating Committee.
  - 2. Actively seek out and recruit potential Board members.
  - 3. Assist in the implementation of Board onboarding and retention efforts.
  - 4. Ensure Board adheres to Bylaws.
  
- F. Evaluate and assess the performance of the President/CEO and operations.
  - 1. Assess the performance of the President/CEO on at least a yearly basis.
  - 2. Ensure that all staff receives a performance evaluation on an annual basis with the assistance of the President/CEO.
  - 3. Review employee appraisal system and benefits package, if applicable, on a yearly basis.
  - 4. Review financial report during Board and Executive Committee meetings.
  - 5. Review program outcomes during Board and Executive Committee meetings.

### II. TIME COMMITMENT

- A. Attend quarterly scheduled Board meetings per year. Meetings set by Board.
- B. Attend committee meeting when scheduled by the committee chair.
- C. Undertake special request based on the needs of the Board and availability.
- D. Serve a one or two, three-year terms. The maximum amount of consecutive years served is six (6).

### III. BOARD AND STAFF RELATIONSHIPS

- Good Board and staff relationships are important factors in the efficient functioning of an organization.
- The National Council for Leadership, Inc. Board of Directors is responsible for policy



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determination, reviewing the recommendations of NCL Committees and providing general direction for the organization.

- The staff of NCL administers the policies set by the Board of Directors, implements programs and assists in developing policy recommendations. The team performs the work of the organization. Volunteers prepare, review and follow up on program recommendations because of staff's work. The Board of Director's primary team relationship will be with the President/CEO as consistent with the Bylaws and Personnel Practices.

## **BOARD EXPECTATIONS**

1. Understand and agree with the legal responsibilities for NCL and those of my fellow board members, and as a member of the board will help ensure the legal and ethical integrity and maintain accountability.
2. Accept and follow NCL's bylaws and principles of governance and understand that I am morally responsible for the fiscal health and well-being of NCL.
3. Understand the Board is fiscally responsible for this organization, Board members must know what our budget is and take an active part in reviewing, approving and monitoring the budget and support fundraising efforts to meet it.
4. Provide or generate financial donations. Make a one-time donation (personal) each year, or pledge to give a certain amount several times during the year.
5. Exercise due diligence as a Board member, to help ensure adequate resources for NCL to fulfill its mission. Actively engage in fund-raising for NCL in whatever ways are reasonable and best suited for each member.
6. Actively promote NCL and encourage and support its staff, enhancing NCL's public image and standing by clearly articulating NCL's mission, accomplishments and goals to the public and garnering support from the community.
7. Participate in the selecting of the president and chief executive officer, determining their responsibilities, providing the moral and professional support he or she needs to further the goals of the organization and assessing their performance.
8. Attend orientation sessions for new Board members and other recommended onboarding activities.
9. Seek qualified people to join and assist the board in its mission, support with their direction, and assess the performance of the entire board.
10. Attend the regularly scheduled board meetings and other ad hoc meetings as scheduled. Board members must make at least 70% of the meetings.

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## **Phase 2: Expansion of the Board Establish Board Committees, Descriptions and members.**

- Finance [name] (Chair)
- Programs [name] (Chair)
- Development [name] (Chair)
- Marketing [name] (Chair)
- Nominations [name] (Chair)
- Audit [name] (Chair)
- Human Resources [name] (Chair)

***NATIONAL COUNCIL FOR LEADERSHIP, INC.***

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**Proposed By-Laws: To be presented for adoption on July 19, 2017**

**BY-LAWS OF NATIONAL COUNCIL FOR LEADERSHIP**

**A DISTRICT OF COLUMBIA CORPORATION**

**REGISTERED IN NORTH CAROLINA**

**Adopted** \_\_\_\_\_

**1. PURPOSE AND POWERS**

- a. Purpose.** The purpose or purposes of the corporation, National Council for Leadership, as established in the articles of incorporation, are those specifically designated in the Internal Revenue Code of 1986 Section 501(c)(3), as amended, or the corresponding section of any future federal tax law. The specific purpose of the corporation is as follows: Organized not-for-profit, the purpose of the Corporation is to enable individuals and communities to cultivate and exercise their full human potential. To accomplish this goal, the Corporation practices advocacy, and provides training programs in areas of leadership development, self-development, job-training, education, and economic development.
- b. Powers.** The corporation has the power to do any and all lawful acts that may be necessary or convenient to affect the corporation's purposes. It has the power to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers may include, but are not limited to, the acceptance of contributions from the public and private sectors both financial and in-kind.
- c. Limitations on Activities.** The corporation may not engage, participate, or intervene in any activities not permitted by a corporation exempt from federal income tax. The corporation may not endorse, contribute to, work for, or otherwise support or oppose a candidate for public office unless otherwise allowable by law. The assets and income of the corporation may not be distributed to or benefit the trustees, directors, officers, or other individuals, except that the corporation is authorized to pay reasonable compensation for services rendered.

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**2. MEMBERS.** The corporation has no members. All rights and duties of members under any state law, if any, will be exercised by and belong to the Board of Directors.

## **3. BOARD OF DIRECTORS**

- a. Powers.** Subject to the provisions of any state law, federal law, the articles of incorporation, and the bylaws, the Board of Directors will manage all business and affairs of the corporation. All corporate powers will be exercised by or under the direction of the Board of Directors.
- b. Standard of Care.** Each Director must exercise corporate powers and perform corporate duties loyally, in good faith, in a manner such Director believes to be in the best interest of the corporation, and with reasonable care using the ordinary prudence that a person in similar position would use under comparable circumstances. Each Director may be held accountable and subject to disciplinary action by the corporation as permitted by state and federal law for failure to meet the necessary standard of care towards the corporation.
- c. Number and Qualification.** The authorized number of Directors is fifteen (15); not less than five (5), nor more than fifteen (15). The number of Directors may be changed by an amendment to the articles of incorporation or as permitted by law. Directors need not be members unless otherwise required by the articles of incorporation.
- d. Election and Term of Directors.** The Board of Directors will be elected at each annual meeting. Each Director, including a Director elected to fill a vacancy, will hold office until both the expiration of the elected term and until a successor has been elected and qualified. The Board of Directors shall be divided into three (3) term years. Directors may serve two (2) consecutive three (3) year terms upon board approval. To be re-elected onto the board one (1) year must elapse before being eligible for re-election. Off-boarding Directors will have the opportunity to serve on the non-voting NCL Advisory Board Council which serves in the capacity of board recruitment, and business development entity.
- e. Vacancies.** A vacancy in the Board of Directors exists when there are fewer Directors holding office than authorized in the articles of incorporation as a result of death, removal, resignation, or disqualification. A vacancy may be filled by majority approval of the remaining Directors, although this may be less than a quorum or by a sole remaining Director.
- f. Resignation.** Any Director may resign effective upon giving written notice to the Secretary unless the notice specifies a later time for that resignation to become effective.

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### **g. Removal**

- i. Any Director may be removed, with or without cause, by a majority vote of the Board of Directors then sitting unless otherwise restricted by law, the articles of incorporation, or the bylaws.
- ii. However, no Director may be removed without cause if the votes cast against the Director's removal would be sufficient to elect the Director under cumulative voting at an election of the entire Board of Directors.
- iii. No reduction of the authorized number of Directors pursuant to the articles of incorporation may have the effect of removing any Director before the Director's term of office expires.

### **h. Meetings**

- i. *Time and Place of Meetings.* Regular meetings of the Board of Directors will be held without notice at such time and place as may be determined by Board resolution. Absent such resolution, regular meetings will be conference calls held on the corporation's virtual platform or at the principal executive office, if needed. Special meetings may be held at any place designated in the notice of the meetings or, if not stated in the notice or there is no notice, at the corporation's principal executive office.
- ii. *Telephonic, Video or Electronic Transmission of Meetings.* Unless otherwise restricted by law, the articles of incorporation, or the bylaws, members of the Board of Directors and any committee designated by the Board of Directors may participate in any meeting by means of conference telephone, video communication, or other electronic transmission methods so long as all Directors or committee members can hear each other and have the capacity to propose or object to specific actions proposed to be taken by the corporation.
- iii. *Special Meetings.* Special meetings of the Board of Directors may be held for any purpose at any time by the Chairman of the Board, the President, any Vice President, the Secretary, or any two Directors.
- iv. *Notice of Special Meetings.* Notice of the time and place for special meetings must be given at least four (4) days before the date set for the meeting. Notice may be given personally, by first-class mail, by telephone (including voice messaging system), by facsimile, by electronic mail, or by any other means as permitted by law. The notice need not specify the purpose of the meeting nor the place if the meeting is to be held at the principal executive office of the corporation.

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- v. *Waiver of Notice.* Any deficiency in the notice of a Board meeting can be waived by attending the meeting without objecting at the commencement of the meeting, by written waiver before or after the meeting filed with the corporate records, or by an approval of the minutes of the meeting.

### **i. Quorum and Voting**

- i. A majority of the total number of Directors constitute a quorum for the transaction of business at a Board meeting. The act of a majority of Directors present at any Board meeting where a quorum is present will be considered the act of the Board of Directors, except as may otherwise be provided by law or by the articles of incorporation.
- ii. If a quorum is not present at any meeting of the Board of Directors, the Directors present may adjourn the meeting without notice other than an announcement at the meeting until a quorum is present.
- iii. A meeting where a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors if any action taken is approved by at least a majority of the number of Directors required to constitute a quorum for that meeting.

- j. **Directors Acting by Unanimous Written Consent without Meeting.** Unless otherwise restricted by the articles of incorporation or these bylaws, any action required or permitted to be taken at any meeting of the Board of Directors, or of any committee thereof, may be taken without a meeting if all members of the Board or committee consent in writing or by electronic transmission. A record of the unanimous written consent must be filed with the corporate records. Notwithstanding the foregoing, a Board of Directors constituting less than the full number of authorized Directors may act by written consent according to procedures established herein to fill vacancies.

- k. **Fees and Compensation.** Unless otherwise provided by law or the articles of incorporation or approved by the Directors, Directors and members of a Director's committee may not receive compensation for their services and may not receive reimbursement for expenses.

- l. **Committees.** The Board may appoint committees by resolution passed by a majority of the whole Board, committee membership and composition subject to rules and procedures as permitted by law and the articles of incorporation. Each committee has such powers as may be expressly delegated to it by resolution of the Board except those powers expressly non-delegable by law or the articles of incorporation.

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## **4. OFFICERS**

- a. Principal Officers and Tenure.** The principal officers of the corporation will be a Chairman of the Board or a President or both, a Secretary who may also be called a Executive Assistant or Admin, and a Treasurer who may also be called a Chief Financial Officer. The principal officers will be chosen by the Board of Directors and each will serve at the pleasure of the Board of Directors until a successor is duly appointed and qualified or until the officer's death, resignation, or removal as provided by these bylaws, subject to any contractual employment rights that may apply. One person may hold multiple officer positions.
- i. Chairman of the Board.** The Chairman of the Board, if such an officer is elected, will
- A.** preside at all meetings of the Board of Directors;
  - B.** exercise and perform such powers and duties as may from time to time be assigned by the Board of Directors or prescribed by the bylaws; and
  - C.** exercise and perform such powers and duties prescribed to the President if no President exists.
- ii. President/Chief Executive Officer.** Subject to the supervisory powers that may be given by the Board of Directors to the Chairman, if such an officer is elected, the President will
- A.** have general supervision, direction, control, and management of the business and affairs of the corporation;
  - B.** preside at all meetings of the members, if any;
  - C.** preside at all meetings of the Board of Directors in the absence of the Chairman or where there is no such position; and
  - D.** exercise and perform such powers and duties as may be prescribed by the Board of Directors or these bylaws.
- iii. Secretary/Executive Assistant/Admin.** The Secretary will
- A.** maintain at the principal executive office or such other place as the Board of Directors may determine, a book of minutes of all meetings of Directors, committees of Directors, and members, if any;





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as permitted by state and federal law for failure to meet the necessary standard of care towards the corporation.

### **d. Removal and Resignation**

- i. *Principal Officer.* Subject to any contractual employment rights that the principal officer may have, any principal officer may be removed, with or without cause, by a majority of the Directors at the time in office at any regular or special meeting of the Board.
- ii. *Subordinate Officer.* Subject to any contractual employment rights that a subordinate officer may have, any subordinate officer may be removed by the President, with or without cause, as the business of the corporation may require.

- e. **Vacancies in Office.** A vacancy in any office because of death, resignation, removal, disqualification, or any other cause must be filled in the manner described in the bylaws for regular appointments to such office.

## **5. INDEMNIFICATION**

- a. **Directors and Officers.** The corporation will **not** indemnify its Directors and officers about any proceeding arising because such person is or was a Director or officer of the corporation.
- b. Irrespective of the foregoing, the corporation may not be required to indemnify any Director or officer about any proceeding (or part thereof) initiated by the Directors or officers themselves unless
  - i. such indemnification is expressly required by law; or
  - ii. the proceeding was authorized by the Board of Directors.
- c. **Employees and Other Agents.** The corporation will **not** indemnify its employees and other agents in connection with any proceeding arising by reason of the fact that such person is or was an employee or agent of the corporation.
- d. Irrespective of the foregoing, the corporation may **not** be required to indemnify any employee or agent in connection with any proceeding (or part thereof) initiated by the employee or agent themselves unless
  - i. such indemnification is expressly required by law; or
  - ii. the proceeding was authorized by the Board of Directors.

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## **6. GENERAL PROVISIONS**

- a. Record Date.** For the purposes of determining the notice of any meeting, to vote, or for any proper purposes or corporate action, the Board of Directors may fix a record date in advance no less than ten (10) nor more than sixty (60) days before the date of the meeting or proposed corporate action.
- b. Fiscal Year.** The corporation's fiscal year is the twelve (12) consecutive months ending on the last day of **June** or as fixed by resolution of the Board of Directors and may be changed by the Board of Directors.
- c. Checks, Drafts, and Evidence of Indebtedness.** All checks, drafts, and other payment of money, notes, or any form of indebtedness, issued in the name of or payable to the corporation, must be signed or endorsed by such person or persons in such manner as, from time to time, is determined by resolution of the Board of Directors.
- d. Executing Corporate Contracts and Instruments.** The Board of Directors, except as otherwise provided in the bylaws, may authorize any officer or agent to enter into any contract or execute any instrument in the name of or on behalf of the corporation. Such authority may be general or confined to specific instances. Unless so authorized or ratified by the Board of Directors or by an officer acting within proper agency power, no officer, agent, or employee has any power or authority to bind the corporation by any contract or engagement or to pledge its credit or render it liable for any purpose or to any amount.
- e. Conflicts of Interest.** The following conflict of interest policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable corporations and is not intended as an exclusive statement of responsibilities. All Directors or officers have a duty to disclose the existence of any actual or potential conflict of interest, whether personal or financial in nature, and to disclose all relevant material facts to the Directors to enable them to consider whether a conflict exists and whether the proposed transaction or arrangement is in the best interests of the corporation. Upon disclosure of an actual or potential conflict of interest, and after the interested person has had a full opportunity to disclose the relevant facts, the interested person must leave the meeting and the remaining Board members will decide if a conflict of interest exists. Whenever the Board determines that a Director or officer has an actual or potential financial or personal interest in any matter coming before the Board of Directors, the Board must ensure the following:
  - i.** The financial or personal interest of such Director or officer is fully disclosed with all relevant material facts to the Board of Directors;

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- ii. No interested Director or officer may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the Board of Directors at which such matter is voted upon;
  - iii. Any transaction involving the Director's or officer's financial or personal interest must be duly approved by disinterested Directors in the best interest of the corporation;
  - iv. Payment must be reasonable and must not exceed fair market value; and
  - v. The minutes of meetings at which such votes are taken must include a record of such disclosures, abstention, and rationale for approval.
- f. **Amendments to Bylaws.** The bylaws may be adopted, amended, or repealed by the Board of Directors.
- g. **Dissolution**
  - i. Except as otherwise provided by statute or the articles of incorporation, the nonprofit may be dissolved only with authorization of a majority vote of the Board of Directors given at a meeting called for that specific purpose.
  - ii. Upon dissolution of the nonprofit, assets will be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or will be distributed to the federal government or to a state or local government, for a public purpose.
- h. **Offices.** The registered office of the corporation is located at 1200 G St. NW #800, Washington, District of Columbia and North Carolina 20005 with Satellite office located at 525 North Tryon Street, 16<sup>th</sup> Floor, Charlotte, NC 28202 or as otherwise designated by the Board of Directors. The Board of Directors may at any time and place establish offices as required where the corporation is qualified to do business.
- i. **Governing Law.** The bylaws will be governed, construed, and interpreted by, though, and under the laws of the District of Columbia.
- j. **Corporate Seal.** The Board of Directors may adopt a corporate seal, which may be altered from time to time with majority Board approval. The seal may be used by causing it, or a facsimile thereof, to be impressed or affixed or reproduced in any other manner.

**[END]**

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**CERTIFICATION OF ADOPTION**

I, \_\_\_\_\_, hereby certify the following:

I am the Secretary of National Council for Leadership, a District of Columbia and North Carolina corporation; and

The foregoing bylaws are a true and correct copy of the bylaws of the corporation as duly adopted by approval of the Board of Directors of the corporation at a meeting duly held on July 19, 2017.

Signed: \_\_\_\_\_

Secretary: \_\_\_\_\_

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**NOTARY ACKNOWLEDGMENT**

District of Columbia and/or North Carolina

SS.

Ward \_\_\_\_\_

On \_\_\_\_\_ (date), before me, \_\_\_\_\_ (notary), personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed to within the BYLAWS OF NATIONAL COUNCIL FOR LEADERSHIP adopted as of July 19, 2017, acknowledging to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by affixing his/her/their signature(s) on the instrument so executed the instrument.

I certify under PENALTY OF PERJURY that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Print: \_\_\_\_\_ Commission Expires: \_\_\_\_\_

Sign: \_\_\_\_\_ [Affix seal]

**[End of Packet]**