



## Bylaws

of

## Ravens Grove Foundation for Healing, Inc.

Austin, Texas

### Mission

The mission of **Ravens Grove Foundation for Healing, Inc.** is to provide a counseling resource for combining traditional and complementary healing modalities for trauma and Post Traumatic Stress Disorder (PTSD), with a focus on healing Post Traumatic Stress caused by war, natural disasters, abuse and hospitalization.

### Vision

The Foundation provides direct services to those suffering from PTSD and related disabilities through workshops, retreats and seminars. In addition, the Foundation provides training to healing professionals in the application of traditional and complementary treatment modalities. The Foundation also produces publications supportive of and pursuant to the Mission of the Foundation.

### Articles

1. The Board of Directors of Ravens Grove Foundation for Healing, Inc. – hereafter identified as The Foundation – shall adopt bylaws to govern the management and objectives of the organization.
2. The Foundation is established as a not-for-profit charitable organization within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended. All operations, programs and fundraising activities are conducted in accordance with functions permitted under the laws of the United States and the State of Texas, in which it operates. The Foundation shall be based in Austin, Texas.
3. The Board of Directors: The Board of Directors is comprised of no fewer than three (3) volunteers. Membership of the Board of Directors is voluntary and unpaid.
  - 3-a. The Board sets and enforces all policies for the organization.
  - 3-b. The members of the Board are recommended by Foundation staff for review and approval by the Board.
  - 3-c. The Executive Director of the Foundation serves as an *ex officio* member of the Board.

- 3-d. The Board shall meet at least quarterly to review the programs, projects and activities of the Foundation. Special meetings may be called as necessary.
  - 3-e. A “Quorum” for the purposes of conducting Foundation business shall be considered to be at least 2/3 of Board members.
  - 3-f. The number of Board members and functions may be amended from time to time as required to effectively pursue the Mission of the organization by majority vote of the then current Board of Directors.
  - 3-g. Failure to attend two consecutive board meetings constitutes resignation from the Board of Directors. Positions vacated by resignation are replaced following the usual nomination and approval process.
  - 3-h. The term of Directors is two (2) years. Directors can be re-nominated for a maximum of one (1) additional year.
4. The Executive Committee of the Board: Members of the Executive Committee are elected by majority vote of the Board of Directors. The Executive Committee is comprised of the Chair, Vice Chair, Treasurer and Secretary.
- 4-a. The Chair of the Board is responsible for the function and operation of the Board in its oversight of the organization.
  - 4-b. The Vice Chair serves as the presiding Officer of the Board in the event of the absence or disability of the Chair.
  - 4-c. The Treasurer is responsible for all financial functions of the organization. The annual budget is developed by the Executive Director, reviewed by the Treasurer and submitted to the Board for approval.
  - 4-d. The Secretary is responsible for documentary functions of the Board and organization. Minutes of Board meetings shall be kept by the Secretary. The Executive Director of the Foundation serves as the Secretary.
  - 4-e. The term of members of the Executive Committee is one (1) year.
5. The Bylaws of Ravens Grove Foundation for Healing, Inc. may be revised from time to time by majority vote and approval of the Board of Directors.
6. The Ravens Grove Foundation for Healing, Inc. was formally established October 14, 2005, upon approval of the Articles of Incorporation by the Secretary of State of Texas. For purposes of venue, all contracts and agreements are considered entered into in Travis County, Texas, and any dispute will be arbitrated or litigated in Travis County, Texas.

Approved: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_