

Bylaws of Your Path Back, Inc.

Article I: Name and Purpose

1.1 Name

The name of the organization shall be *Your Path Back, Inc.*

1.2 Purpose

This corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The organization exists to assist individuals impacted by the justice system in finding stable employment and reintegrating successfully into society.

Article II: Offices

2.1 Principal Office

The principal office of the organization is located at: 12410 Eloian Drive, Thonotosassa, FL 33592.

2.2 Registered Agent

Christopher Ellis, at the same address, shall serve as the registered agent.

Article III: Board of Directors

3.1 Composition

The Board shall consist of at least three (3) Directors. The current board members are:

- Christopher Ellis, President
- David Meagher, Vice President
- Kristina Ellis, Vice President

3.2 Voting and Quorum

Each Director shall have one vote. A quorum shall consist of at least two (2) Directors.

3.3 Meetings

Regular meetings shall be held at least twice annually. Special meetings may be called by any Officer with reasonable notice.

3.4 Elections

Officers shall be elected by a majority vote of the Board and serve for a term of one (1) year or until successors are elected.

Article IV: Officers and Duties

4.1 President (Christopher Ellis)

- Acts as chief executive officer
- Oversees grant applications and general administration
- Supervises and liaises with web development contractors
- Presides over Board meetings

4.2 Vice President (David Meagher)

- Shares oversight of web development projects
- Supports the President in management
- Assumes duties of the President in their absence

4.3 Vice President (Kristina Ellis)

- Maintains minutes and corporate records
 - Schedules meetings and ensures compliance with documentation requirements
 - Manages internal communication
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Article V: Financial Procedures

5.1 Bank Accounts

The organization shall maintain a business bank account in its name. The President and at least one Vice President shall be authorized signers.

5.2 Budget and Spending

The annual budget shall be prepared by the President and approved by the Board. Expenditures over \$500 not pre-approved in the budget require a quorum vote.

5.3 Accounting and Records

A cash basis accounting method shall be used. Financial records shall be maintained and reviewed quarterly.

5.4 Audits and IRS Filing

An audit or financial review will be performed if revenue exceeds \$250,000. IRS Form 990/990-N will be filed annually.

5.5 Conflicts of Interest in Spending

All transactions involving Board members or related parties must comply with the Conflict of Interest Policy and be supported with competitive bids or market comparisons.

Article VI: Conflict of Interest

The organization shall maintain a written Conflict of Interest Policy to ensure that Directors and Officers disclose any financial interests and abstain from votes or decisions where a conflict exists.

Article VII: Amendments

These Bylaws may be amended by a two-thirds (2/3) majority vote of the Board, provided that notice of the proposed amendment is given at least one week in advance of the meeting.

Article VIII: Dissolution

Upon 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 to another nonprofit or governmental organization for a public purpose.

Certification

These Bylaws were approved and adopted by the Board of Directors of *Your Path Back, Inc.* on 07/12/2025.