

Form **990**

Return of Organization Exempt From Income Tax

OMB No 1545-0047

2001

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

The organization may have to use a copy of this return to satisfy state reporting requirements

A For the 2001 calendar year, or tax year period beginning **NOV 1, 2001** and ending **OCT 31, 2002**

B Check if applicable: Address change, Name change, Initial return, Final return, Amended return, Application pending

C Name of organization: **COMMUNITY ACTION, INC.**

D Employer identification number: **48-0780983**

E Telephone number: **785-235-9561**

F Accounting method: Cash, Accrual

Number and street (or P O box if mail is not delivered to street address): **1000 S.E. HANCOCK**

Room/suite: _____

City or town, state or country, and ZIP + 4: **TOPEKA, KS 66607**

Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ)

H and I are not applicable to section 527 organizations

H(a) Is this a group return for affiliates? Yes No

H(b) If "Yes," enter number of affiliates: _____

H(c) Are all affiliates included? **N/A** Yes No (If "No," attach a list.)

H(d) Is this a separate return filed by an organization covered by a group ruling? Yes No

I Enter 4-digit GEN: _____

M Check if the organization is not required to attach Sch B (Form 990, 990-EZ, or 990-PF)

G Web site: **N/A**

J Organization type (check only one) 501(c)(3) (insert no) 4947(a)(1) or 527

K Check here if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS, but if the organization received a Form 990 Package in the mail it should file a return without financial data. Some states require a complete return.

L Gross receipts Add lines 6b, 8b, 9b and 10b to line 12: **4,640,717.**

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances

Revenue	1	Contributions, gifts, grants, and similar amounts received				
	a	Direct public support	1a	36,182.		
	b	Indirect public support	1b			
	c	Government contributions (grants)	1c	3,998,023.		
	d	Total (add lines 1a through 1c) (cash \$ 4,034,205. noncash \$ _____)	1d		4,034,205.	
	2	Program service revenue including government fees and contracts (from Part VII, line 93)	2		578,314.	
	3	Membership dues and assessments	3			
	4	Interest on savings and temporary cash investments	4		1,322.	
	5	Dividends and interest from securities	5			
	6a	Gross rents SEE STATEMENT 1	6a	26,876.		
	6b	Less rental expenses SEE STATEMENT 2	6b	28,321.		
	6c	Net rental income or (loss) (subtract line 6b from line 6a)	6c		<1,445.>	
Expenses	7	Other investment income (describe _____)	7			
	8a	Gross amount from sale of assets other than inventory	(A) Securities	(B) Other		
	b	Less cost or other basis and sales expenses	8a			
	c	Gain or (loss) (attach schedule)	8b			
	8d	Net gain or (loss) (combine line 8c, columns (A) and (B))	8c			
	9	Special events and activities (attach schedule)				
	9a	Gross receipts (including \$ _____ of contributions reported on line 1)	9a			
	9b	Less direct expenses other than fundraising expenses	9b			
	9c	Net income or (loss) from special events (subtract line 9b from line 9a)	9c			
	10a	Gross sales of inventory, less returns and allowances	10a			
	b	Less cost of goods sold	10b			
	10c	Gross profit or (loss) from sales of inventory (attach schedule) (subtract line 10b from line 10a)	10c			
11	Other revenue (from Part VII, line 103)	11				
12	Total revenue (add lines 1d, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11)	12		4,612,396.		
13	Program services (from line 44, column (B))	13		4,487,855.		
14	Management and general (from line 44, column (C))	14		33,074.		
15	Fundraising (from line 44, column (D))	15				
16	Payments to affiliates (attach schedule)	16				
17	Total expenses (add lines 16 and 44, column (A))	17		4,520,929.		
18	Excess or (deficit) for the year (subtract line 17 from line 12)	18		91,467.		
19	Net assets or fund balances at beginning of year (from line 73, column (A))	19		201,247.		
20	Other changes in net assets or fund balances (attach explanation) SEE STATEMENT 3	20		<158,845.>		
21	Net assets or fund balances at end of year (combine lines 18, 19, and 20)	21		133,869.		

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Part II Statement of Functional Expenses All organizations must complete column (A) Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I	(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22 Grants and allocations (attach schedule) cash \$ <u>1,500.</u> noncash \$ _____	22 1,500.	1,500.	STATEMENT 6	
23 Specific assistance to individuals (attach schedule)	23			
24 Benefits paid to or for members (attach schedule)	24			
25 Compensation of officers, directors, etc	25 62,404.	62,404.	0.	0.
26 Other salaries and wages	26 1,702,480.	1,662,150.	40,330.	
27 Pension plan contributions	27			
28 Other employee benefits	28 93,378.	93,378.		
29 Payroll taxes	29 196,228.	190,207.	6,021.	
30 Professional fundraising fees	30			
31 Accounting fees	31 14,909.	14,909.		
32 Legal fees	32 3,944.	3,944.		
33 Supplies	33 189,712.	183,826.	5,886.	
34 Telephone	34			
35 Postage and shipping	35			
36 Occupancy	36 221,269.	195,138.	26,131.	
37 Equipment rental and maintenance	37 105,517.	97,075.	8,442.	
38 Printing and publications	38			
39 Travel	39 45,809.	45,441.	368.	
40 Conferences, conventions, and meetings	40			
41 Interest	41 14,624.	14,624.		
42 Depreciation, depletion, etc (attach schedule)	42 5,004.	4,562.	442.	
43 Other expenses not covered above (itemize)				
a _____	43a			
b _____	43b			
c _____	43c			
d _____	43d			
e SEE STATEMENT 4	43e 1,864,151.	1,918,697.	<54,546.>	
44 Total functional expenses (add lines 22 through 43) Organizations completing columns (B)-(D), carry these totals to lines 13-15	44 4,520,929.	4,487,855.	33,074.	0.

Joint Costs Check if you are following SOP 98-2
 Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services? Yes No
 If "Yes," enter (i) the aggregate amount of these joint costs \$ _____, (ii) the amount allocated to Program services \$ _____,
 (iii) the amount allocated to Management and general \$ _____, and (iv) the amount allocated to Fundraising \$ _____

Part III Statement of Program Service Accomplishments

What is the organization's primary exempt purpose? SEE STATEMENT 5	Program Service Expenses (Required for 501(c)(3) and (4) orgs and 4947(a)(1) trusts but optional for others)
a PROGRAM EXPENDITURES PROVIDE FINANCIAL AND OTHER ASSISTANCE TO LOW-INCOME FAMILIES IN THE COMMUNITY. APPROXIMATELY 40,000 PERSONS BENEFITTED FROM THE PROGRAMS. (Grants and allocations \$ _____)	4,487,855.
b _____ (Grants and allocations \$ _____)	
c _____ (Grants and allocations \$ _____)	
d _____ (Grants and allocations \$ _____)	
e Other program services (attach schedule) (Grants and allocations \$ _____)	
f Total of Program Service Expenses (should equal line 44, column (B), Program services)	4,487,855.

Part IV Balance Sheets

Note Where required attached schedules and amounts within the description column should be for end-of-year amounts only

		(A) Beginning of year		(B) End of year	
Assets	45 Cash - non-interest-bearing	101,416.	45	76,126.	
	46 Savings and temporary cash investments	118,559.	46	121,101.	
	47 a Accounts receivable	47a			
	b Less allowance for doubtful accounts	47b	47c		
	48 a Pledges receivable	48a			
	b Less allowance for doubtful accounts	48b	48c		
	49 Grants receivable	1,246,309.	49	639,860.	
	50 Receivables from officers, directors, trustees, and key employees		50		
	51 a Other notes and loans receivable	51a			
	b Less allowance for doubtful accounts	51b	51c		
	52 Inventories for sale or use		52		
	53 Prepaid expenses and deferred charges		53		
	54 Investments - securities <input type="checkbox"/> Cost <input type="checkbox"/> FMV		54		
	55 a Investments - land, buildings, and equipment basis	55a			
	b Less accumulated depreciation	55b	55c		
56 Investments - other		56			
57 a Land, buildings, and equipment basis	57a	2,416,594.			
b Less accumulated depreciation	57b	556,324.	57c	1,860,270.	
58 Other assets (describe PREPAID EXPENSE)		4,212.	58	14,686.	
59 Total assets (add lines 45 through 58) (must equal line 74)		3,004,390.	59	2,712,043.	
Liabilities	60 Accounts payable and accrued expenses	1,020,788.	60	245,849.	
	61 Grants payable		61		
	62 Deferred revenue	376,358.	62	618,421.	
	63 Loans from officers, directors, trustees, and key employees		63		
	64 a Tax-exempt bond liabilities		64a		
	b Mortgages and other notes payable STMT 7		232,020.	64b	433,045.
	65 Other liabilities (describe SEE STATEMENT 8)		1,173,977.	65	1,280,859.
66 Total liabilities (add lines 60 through 65)		2,803,143.	66	2,578,174.	
Net Assets or Fund Balances	Organizations that follow SFAS 117, check here <input type="checkbox"/> and complete lines 67 through 69 and lines 73 and 74				
	67 Unrestricted		67		
	68 Temporarily restricted		68		
	69 Permanently restricted		69		
	Organizations that do not follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 70 through 74				
	70 Capital stock, trust principal, or current funds	201,247.	70	133,869.	
	71 Paid-in or capital surplus, or land, building, and equipment fund	0.	71	0.	
	72 Retained earnings, endowment, accumulated income, or other funds	0.	72	0.	
	73 Total net assets or fund balances (add lines 67 through 69 OR lines 70 through 72, column (A) must equal line 19, column (B) must equal line 21)	201,247.	73	133,869.	
	74 Total liabilities and net assets / fund balances (add lines 66 and 73)	3,004,390.	74	2,712,043.	

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

Part VI Other Information

	Yes	No
76 Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity	76	X
77 Were any changes made in the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes	77	X
78 a Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return?	78a	X
b If "Yes," has it filed a tax return on Form 990-T for this year?	78b	X
79 Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement	79	X
80 a Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization?	80a	X
b If "Yes," enter the name of the organization _____ and check whether it is <input type="checkbox"/> exempt OR <input type="checkbox"/> nonexempt.		
81 a Enter direct or indirect political expenditures See line 81 instructions	81a	0.
b Did the organization file Form 1120-POL for this year?	81b	X
82 a Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?	82a	X
b If "Yes," you may indicate the value of these items here Do not include this amount as revenue in Part I or as an expense in Part II (See instructions in Part III)	82b	600,934.
83 a Did the organization comply with the public inspection requirements for returns and exemption applications?	83a	X
b Did the organization comply with the disclosure requirements relating to quid pro quo contributions?	83b	X
84 a Did the organization solicit any contributions or gifts that were not tax deductible?	84a	X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	84b	N/A
85 501(c)(4), (5), or (6) organizations a Were substantially all dues nondeductible by members?	85a	N/A
b Did the organization make only in-house lobbying expenditures of \$2,000 or less? If "Yes" was answered to either 85a or 85b, do not complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year	85b	N/A
c Dues, assessments, and similar amounts from members	85c	N/A
d Section 162(e) lobbying and political expenditures	85d	N/A
e Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices	85e	N/A
f Taxable amount of lobbying and political expenditures (line 85d less 85e)	85f	N/A
g Does the organization elect to pay the section 6033(e) tax on the amount in 85f?	85g	N/A
h If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount in 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year?	85h	N/A
86 501(c)(7) organizations Enter a Initiation fees and capital contributions included on line 12	86a	N/A
b Gross receipts, included on line 12, for public use of club facilities	86b	N/A
87 501(c)(12) organizations Enter a Gross income from members or shareholders	87a	N/A
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)	87b	N/A
88 At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Part IX	88	X
89 a 501(c)(3) organizations Enter Amount of tax imposed on the organization during the year under section 4911 <u>0.</u> , section 4912 <u>0.</u> , section 4955 <u>0.</u>		
b 501(c)(3) and 501(c)(4) organizations Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," attach a statement explaining each transaction	89b	X
c Enter Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		0.
d Enter Amount of tax on line 89c, above, reimbursed by the organization		0.
90 a List the states with which a copy of this return is filed <u>NONE REQUIRED</u>		
b Number of employees employed in the pay period that includes March 12, 2001	90b	65

91 The books are in care of JEWELL WELCH Telephone no 785-235-9561
 Located at 1000 SE HANCOCK, TOPEKA, KS ZIP + 4 66607

92 Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041- Check here
 and enter the amount of tax-exempt interest received or accrued during the tax year 92 N/A

Part VII Analysis of Income-Producing Activities (See Specific Instructions on page 32)

	Unrelated business income		Excluded by section 512, 513, or 514		(E) Related or exempt function income
	(A) Business code	(B) Amount	(C) Exclu- sion code	(D) Amount	
Note Enter gross amounts unless otherwise indicated					
93 Program service revenue					
a CA FOOD PROGRAM					30,136.
b PROVIDER REIMBURSEMENT					520,261.
c HOUSING PROGRAMS					27,917.
d _____					
e _____					
f Medicare/Medicaid payments					
g Fees and contracts from government agencies					
94 Membership dues and assessments					
95 Interest on savings and temporary cash investments					1,322.
96 Dividends and interest from securities					
97 Net rental income or (loss) from real estate					
a debt-financed property					
b not debt-financed property			16	<1,445.>	
98 Net rental income or (loss) from personal property					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events					
102 Gross profit or (loss) from sales of inventory					
103 Other revenue					
a _____					
b _____					
c _____					
d _____					
e _____					
104 Subtotal (add columns (B), (D), and (E))		0.		<1,445.>	579,636.
105 Total (add line 104, columns (B), (D), and (E))					578,191.

Note Line 105 plus line 1d, Part I, should equal the amount on line 12, Part I

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes (See Specific Instructions on page 32)

Line No	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes)
93A	COMMUNITY ACTION RECEIVES GOVERNMENT REIMBURSEMENT WHICH IS IN TURN
93B	PASSED ON TO THE PROVIDERS OF MEALS SERVED TO INDIVIDUALS WHO ARE
93C	ENROLLED IN THE PROGRAM FOR LOW INCOME SERVICES
95	

Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities (See Specific Instructions on page 33)

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
N/A	%			
	%			
	%			
	%			

Part X Information Regarding Transfers Associated

- (a) Did the organization, during the year, receive any funds, directly or indirectly, from any source other than the organization's members, donors, or the general public?
- (b) Did the organization, during the year, pay premiums, directly or indirectly, on behalf of any individual?

Note If "Yes" to (b), file Form 8870 and Form 4720 (see instructions)

Please Sign Here
 Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information provided to the preparer.
 Signature of officer: *L. C. Wilson* Date: _____

Paid Preparer's Use Only
 Preparer's signature: *Cheryl M. Hayward, CPA*
 Firm's name (or yours if self-employed), address and ZIP + 4:
 BEREBRICH TRAHAN & CO.,
 3630 SW BURLINGAME ROAD
 TOPEKA, KANSAS 66611-2000

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Organization Exempt Under Section 501(c)(3)

(Except Private Foundation) and Section 501(e), 501(f), 501(k),
501(n), or Section 4947(a)(1) Nonexempt Charitable Trust

Supplementary Information-(See separate instructions.)

▶ **MUST be completed by the above organizations and attached to their Form 990 or 990-EZ**

OMB No 1545-0047

2001

Name of the organization

COMMUNITY ACTION, INC.

Employer identification number

48 0780983

Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees

(See page 1 of the instructions List each one If there are none, enter "None")

(a) Name and address of each employee paid more than \$50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
NONE -----				

Total number of other employees paid over \$50,000 ▶

0

Part II Compensation of the Five Highest Paid Independent Contractors for Professional Services

(See page 2 of the instructions List each one (whether individuals or firms) If there are none, enter "None")

(a) Name and address of each independent contractor paid more than \$50,000	(b) Type of service	(c) Compensation
NONE -----		

Total number of others receiving over \$50,000 for professional services ▶

0

Part III Statements About Activities (See page 2 of the instructions)

	Yes	No
1 During the year has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities ▶ \$ _____ \$ _____ (Must equal amounts on line 38, Part VI-A, or line 1 of Part VI-B) Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes," must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities		X
2 During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? (If the answer to any question is "Yes," attach a detailed statement explaining the transactions)		
a Sale, exchange, or leasing of property?		X
b Lending of money or other extension of credit?		X
c Furnishing of goods, services, or facilities?		X
d Payment of compensation (or payment or reimbursement of expenses if more than \$1,000)? SEE PART V, FORM 990	X	
e Transfer of any part of its income or assets?		X
3 Does the organization make grants for scholarships, fellowships, student loans, etc ? (See Note below)	X	
4 Do you have a section 403(b) annuity plan for your employees?		X
Note Attach a statement to explain how the organization determines that individuals or organizations receiving grants or loans from it in furtherance of its charitable programs "qualify" to receive payments SEE STATEMENT 9		

Part IV Reason for Non-Private Foundation Status (See pages 3 through 6 of the instructions)

The organization is not a private foundation because it is (Please check only ONE applicable box)

- 5 A church, convention of churches, or association of churches Section 170(b)(1)(A)(i)
- 6 A school Section 170(b)(1)(A)(ii) (Also complete Part V)
- 7 A hospital or a cooperative hospital service organization Section 170(b)(1)(A)(iii)
- 8 A Federal, state, or local government or governmental unit Section 170(b)(1)(A)(v)
- 9 A medical research organization operated in conjunction with a hospital Section 170(b)(1)(A)(iii) Enter the hospital's name, city, and state **▶** _____
- 10 An organization operated for the benefit of a college or university owned or operated by a governmental unit Section 170(b)(1)(A)(iv) (Also complete the Support Schedule in Part IV-A.)
- 11a An organization that normally receives a substantial part of its support from a governmental unit or from the general public Section 170(b)(1)(A)(vi) (Also complete the Support Schedule in Part IV-A.)
- 11b A community trust Section 170(b)(1)(A)(vi) (Also complete the Support Schedule in Part IV-A.)
- 12 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc , functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975 See section 509(a)(2) (Also complete the Support Schedule in Part IV-A.)
- 13 An organization that is not controlled by any disqualified persons (other than foundation managers) and supports organizations described in (1) lines 5 through 12 above, or (2) section 501(c)(4), (5), or (6), if they meet the test of section 509(a)(2) (See section 509(a)(3) .)

Provide the following information about the supported organizations (See page 5 of the instructions)

(a) Name(s) of supported organization(s)	(b) Line number from above

- 14 An organization organized and operated to test for public safety Section 509(a)(4) (See page 6 of the instructions)

Part IV-A Support Schedule (Complete only if you checked a box on line 10, 11, or 12.) Use cash method of accounting.
Note: You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.

Calendar year (or fiscal year beginning in)	(a) 2000	(b) 1999	(c) 1998	(d) 1997	(e) Total
15 Gifts, grants, and contributions received (Do not include unusual grants. See line 28.)	4,042,956.	3,788,159.	3,437,750.	3,090,565.	14,359,430.
16 Membership fees received					
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc., purpose	555,629.	539,225.	525,509.	452,174.	2,072,537.
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975	47,280.	16,856.	6,384.	3,343.	73,863.
19 Net income from unrelated business activities not included in line 18					
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge.					
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets.					
23 Total of lines 15 through 22	4,645,865.	4,344,240.	3,969,643.	3,546,082.	16,505,830.
24 Line 23 minus line 17	4,090,236.	3,805,015.	3,444,134.	3,093,908.	14,433,293.
25 Enter 1% of line 23	46,459.	43,442.	39,696.	35,461.	
26 Organizations described on lines 10 or 11: a Enter 2% of amount in column (e), line 24					26a 288,666.
b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 1997 through 2000 exceeded the amount shown in line 26a. Do not file this list with your return. Enter the total of all these excess amounts.					26b 0.
c Total support for section 509(a)(1) test: Enter line 24, column (e)					26c 14,433,293.
d Add: Amounts from column (e) for lines 18 <u>73,863.</u> 19 _____ 22 _____ 26b _____					26d 73,863.
e Public support (line 26c minus line 26d total)					26e 14,359,430.
f Public support percentage (line 26e (numerator) divided by line 26c (denominator))					26f 99.4882%
27 Organizations described on line 12: a For amounts included in lines 15, 16, and 17 that were received from a "disqualified person," prepare a list for your records to show the name of, and total amounts received in each year from, each "disqualified person." Do not file this list with your return. Enter the sum of such amounts for each year: N/A	(2000)	(1999)	(1998)	(1997)	
b For any amount included in line 17 that was received from each person (other than "disqualified persons"), prepare a list for your records to show the name of, and amount received for each year, that was more than the larger of (1) the amount on line 25 for the year or (2) \$5,000. (Include in the list organizations described in lines 5 through 11, as well as individuals.) Do not file this list with your return. After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of these differences (the excess amounts) for each year: N/A	(2000)	(1999)	(1998)	(1997)	
c Add: Amounts from column (e) for lines 15 _____ 16 _____ 17 _____ 20 _____ 21 _____					27c N/A
d Add: Line 27a total _____ and line 27b total _____					27d N/A
e Public support (line 27c total minus line 27d total)					27e N/A
f Total support for section 509(a)(2) test: Enter amount on line 23, column (e)					27f N/A
g Public support percentage (line 27e (numerator) divided by line 27f (denominator))					27g N/A %
h Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator))					27h N/A %

28 Unusual Grants: For an organization described in line 10, 11, or 12, that received any unusual grants during 1997 through 2000, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. Do not file this list with your return. Do not include these grants in line 15.

NONE

Part V Private School Questionnaire (See page 7 of the instructions)

N/A

(To be completed ONLY by schools that checked the box on line 6 in Part IV)

		Yes	No
29	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?		
30	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?		
31	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe, if "No," please explain. (If you need more space, attach a separate statement.)		

32	Does the organization maintain the following		
a	Records indicating the racial composition of the student body, faculty, and administrative staff?	32a	
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	32b	
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	32c	
d	Copies of all material used by the organization or on its behalf to solicit contributions? If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.)	32d	

33	Does the organization discriminate by race in any way with respect to		
a	Students' rights or privileges?	33a	
b	Admissions policies?	33b	
c	Employment of faculty or administrative staff?	33c	
d	Scholarships or other financial assistance?	33d	
e	Educational policies?	33e	
f	Use of facilities?	33f	
g	Athletic programs?	33g	
h	Other extracurricular activities? If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.)	33h	

34 a	Does the organization receive any financial aid or assistance from a governmental agency?	34a	
b	Has the organization's right to such aid ever been revoked or suspended? If you answered "Yes" to either 34a or b, please explain using an attached statement.	34b	
35	Does the organization certify that it has complied with the applicable requirements of sections 4 01 through 4 05 of Rev Proc 75-50, 1975-2 C B 587, covering racial nondiscrimination? If "No," attach an explanation	35	

Part VI-A Lobbying Expenditures by Electing Public Charities (See page 9 of the instructions)

N/A

(To be completed ONLY by an eligible organization that filed Form 5768)

Check a if the organization belongs to an affiliated group Check b if you checked "a" and "limited control" provisions apply

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred)		(a) Affiliated group totals	(b) To be completed for ALL electing organizations												
		N/A													
36	Total lobbying expenditures to influence public opinion (grassroots lobbying)	36													
37	Total lobbying expenditures to influence a legislative body (direct lobbying)	37													
38	Total lobbying expenditures (add lines 36 and 37)	38													
39	Other exempt purpose expenditures	39													
40	Total exempt purpose expenditures (add lines 38 and 39)	40													
41	Lobbying nontaxable amount. Enter the amount from the following table -														
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">If the amount on line 40 is -</td> <td style="width: 50%;">The lobbying nontaxable amount is -</td> </tr> <tr> <td>Not over \$500 000</td> <td>20% of the amount on line 40</td> </tr> <tr> <td>Over \$500 000 but not over \$1 000 000</td> <td>\$100 000 plus 15% of the excess over \$500 000</td> </tr> <tr> <td>Over \$1 000 000 but not over \$1 500 000</td> <td>\$175 000 plus 10% of the excess over \$1 000 000</td> </tr> <tr> <td>Over \$1 500 000 but not over \$17 000 000</td> <td>\$225 000 plus 5% of the excess over \$1 500 000</td> </tr> <tr> <td>Over \$17 000 000</td> <td>\$1 000 000</td> </tr> </table>	If the amount on line 40 is -	The lobbying nontaxable amount is -	Not over \$500 000	20% of the amount on line 40	Over \$500 000 but not over \$1 000 000	\$100 000 plus 15% of the excess over \$500 000	Over \$1 000 000 but not over \$1 500 000	\$175 000 plus 10% of the excess over \$1 000 000	Over \$1 500 000 but not over \$17 000 000	\$225 000 plus 5% of the excess over \$1 500 000	Over \$17 000 000	\$1 000 000	41	
If the amount on line 40 is -	The lobbying nontaxable amount is -														
Not over \$500 000	20% of the amount on line 40														
Over \$500 000 but not over \$1 000 000	\$100 000 plus 15% of the excess over \$500 000														
Over \$1 000 000 but not over \$1 500 000	\$175 000 plus 10% of the excess over \$1 000 000														
Over \$1 500 000 but not over \$17 000 000	\$225 000 plus 5% of the excess over \$1 500 000														
Over \$17 000 000	\$1 000 000														
42	Grassroots nontaxable amount (enter 25% of line 41)	42													
43	Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43													
44	Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44													
<p>Caution If there is an amount on either line 43 or line 44, you must file Form 4720</p>															

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 45 through 50 on page 11 of the instructions.)

Calendar year (or fiscal year beginning in)	Lobbying Expenditures During 4-Year Averaging Period				N/A
	(a) 2001	(b) 2000	(c) 1999	(d) 1998	(e) Total
45	Lobbying nontaxable amount				0.
46	Lobbying ceiling amount (150% of line 45(e))				0.
47	Total lobbying expenditures				0.
48	Grassroots nontaxable amount				0.
49	Grassroots ceiling amount (150% of line 48(e))				0.
50	Grassroots lobbying expenditures				0.

Part VI-B Lobbying Activity by Nonelecting Public Charities

(For reporting only by organizations that did not complete Part VI-A) (See page 12 of the instructions)

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of

- a Volunteers
- b Paid staff or management (Include compensation in expenses reported on lines c through h)
- c Media advertisements
- d Mailings to members, legislators, or the public
- e Publications, or published or broadcast statements
- f Grants to other organizations for lobbying purposes
- g Direct contact with legislators, their staffs, government officials or a legislative body
- h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means
- i Total lobbying expenditures (Add lines c through h)

Yes	No	Amount
	X	
	X	
	X	
	X	
	X	
	X	
	X	
	X	
		0.

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities

FORM 990	RENTAL INCOME	STATEMENT	1
KIND AND LOCATION OF PROPERTY		ACTIVITY NUMBER	GROSS RENTAL INCOME
LEONARDVILLE HOUSING		1	26,876.
TOTAL TO FORM 990, PART I, LINE 6A			26,876.

FORM 990	RENTAL EXPENSES	STATEMENT	2
DESCRIPTION	ACTIVITY NUMBER	AMOUNT	TOTAL
RENTAL EXPENSES		28,321.	
- SUBTOTAL -	1		28,321.
TOTAL TO FORM 990, PART I, LINE 6B			28,321.

FORM 990	OTHER CHANGES IN NET ASSETS OR FUND BALANCES	STATEMENT	3
DESCRIPTION			AMOUNT
CORRECTION FOR RECEIVABLE RECORDED IN ERROR IN PRIOR YEAR			<158,845.>
TOTAL TO FORM 990, PART I, LINE 20			<158,845.>

FORM 990	OTHER EXPENSES	STATEMENT	4	
DESCRIPTION	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT AND GENERAL	(D) FUNDRAISING
ADVERTISING PROVIDER	9,532.	9,532.	0.	
REIMBURSEMENT CONSULTANTS AND CONTRACTS	520,261.	520,231.	30.	
UTILITIES	417,530.	415,699.	1,831.	
ANNUAL MEETING TRAINING	58,637.	20,070.	38,567.	
WEATHERIZATION MATERIALS	4,384.	4,343.	41.	
	61,573.	61,573.	0.	
	173,158.	146,920.	26,238.	

OFFICE EXPENSE	60,032.	76,116.	<16,084.>
INSURANCE	41,822.	41,822.	0.
ADMINISTRATIVE EXPENSES	284,039.	275,561.	8,478.
DIRECT CLIENT ASSISTANCE	69,204.	67,711.	1,493.
OTHER COSTS	562,829.	566,612.	<3,783.>
SUPPORT OF OTHER FUNDS	<424,991.>	<299,593.>	<125,398.>
HEALTH & SAFETY TAXES, LICENSES & FEES	15,617.	6,476.	9,141.
MISCELLANEOUS	10,509.	5,609.	4,900.
	15.	15.	
TOTAL TO FM 990, LN 43	1,864,151.	1,918,697.	<54,546.>

FORM 990 STATEMENT OF ORGANIZATION'S PRIMARY EXEMPT PURPOSE STATEMENT 5
PART III

EXPLANATION

TO PROVIDE FINANANCIAL AND OTHER ASSISTANCE TO LOW-INCOME FAMILIES.

FORM 990 CASH GRANTS AND ALLOCATIONS STATEMENT 6

CLASSIFICATION	DONEE'S NAME	DONEE'S ADDRESS	DONEE'S RELATIONSHIP	AMOUNT
SCHOLARSHIP FOR HIGHER EDUCATION	ANDREW ORTEGA	1335 NE OAKLAND AVE, TOPEKA, KS 66616	NONE	500.
SCHOLARSHIP FOR HIGHER EDUCATION	DAMETRIA STEELE	872 SE RICE ROAD, TOPEKA, KS 66607	NONE	500.
SCHOLARSHIP FOR HIGHER EDUCATION	KAHLE RICHARDS	2725 NE CHESTER, TOPEKA, KS 66617	NONE	500.
TOTAL INCLUDED ON FORM 990, PART II, LINE 22				1,500.

FORM 990 OTHER NOTES AND LOANS PAYABLE STATEMENT 7

LENDER'S NAME TERMS OF REPAYMENT

CREDIT LINE CENTRAL 2605/MO
 NATIONAL BANK, TOPEKA, KS

DATE OF NOTE	MATURITY DATE	ORIGINAL LOAN AMOUNT	INTEREST RATE
11/10/01	05/10/04	300,000.	5.19%

SECURITY PROVIDED BY BORROWER	PURPOSE OF LOAN
REAL ESTATE	BUILDING FUNDS

RELATIONSHIP OF LENDER

NONE

DESCRIPTION OF CONSIDERATION	FMV OF CONSIDERATION	BALANCE DUE
HOUSING PROJECT	0.	215,519.

LENDER'S NAME TERMS OF REPAYMENT

MORTGAGE LOAN - IRVIN D. 1055/MO
 & JUNE MCCRITE MOSER

DATE OF NOTE	MATURITY DATE	ORIGINAL LOAN AMOUNT	INTEREST RATE
10/31/01	01/01/12	95,000.	6.00%

SECURITY PROVIDED BY BORROWER	PURPOSE OF LOAN
REAL ESTATE	MORTGAGE FOR APARTMENTS SERVING MENTALLY DISABLED HOMELESS

RELATIONSHIP OF LENDER

NONE

DESCRIPTION OF CONSIDERATION	FMV OF CONSIDERATION	BALANCE DUE
HOUSING PROJECT	0.	88,462.

<u>LENDER'S NAME</u>		<u>TERMS OF REPAYMENT</u>
CREDIT LINE FIRST STATE BANK, TOPEKA, KS		1404/MO

<u>DATE OF NOTE</u>	<u>MATURITY DATE</u>	<u>ORIGINAL LOAN AMOUNT</u>	<u>INTEREST RATE</u>
01/07/98	/ /13	159,000.	6.20%

<u>SECURITY PROVIDED BY BORROWER</u>	<u>PURPOSE OF LOAN</u>
REAL ESTATE	BUILDING FUNDS

RELATIONSHIP OF LENDER

NONE

<u>DESCRIPTION OF CONSIDERATION</u>	<u>FMV OF CONSIDERATION</u>	<u>BALANCE DUE</u>
HOUSING PROJECT	0.	129,064.
<u>TOTAL INCLUDED ON FORM 990, PART IV, LINE 64, COLUMN B</u>		<u>433,045.</u>

<u>FORM 990</u>	<u>OTHER LIABILITIES</u>	<u>STATEMENT</u>	<u>8</u>
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<u>DESCRIPTION</u>	<u>AMOUNT</u>
FIXED ASSET CONTROL ACCOUNT	1,280,859.
<u>TOTAL TO FORM 990, PART IV, LINE 65, COLUMN B</u>	<u>1,280,859.</u>

<u>SCHEDULE A</u>	<u>EXPLANATION OF QUALIFICATIONS TO RECEIVE PAYMENTS</u>	<u>STATEMENT</u>	<u>9</u>
	PART III, LINE 3		

THE ORGANIZATION REQUIRES APPLICANTS TO BE RESIDENT OF A SURROUNDING COUNTY, TO HAVE BEEN ADMITTED TO EDUCATIONAL INSTITUTION, AND TO BE IN NEED OF FINANCIAL ASSISTANCE. RECIPIENTS ARE CHOSEN THROUGH AN APPLICATION PROCESS BASED ON NEED, LEADERSHIP SKILLS, GOOD CITIZENSHIP & COMMUNITY SERVICE.

COMMUNITY ACTION, INC

48-0780983

Board of Directors

October 31, 2002

STATEMENT A
Page 1 of 5

	<u>Compensation</u>	<u>Contributions to Employee Benefit Plans</u>	<u>Expense Account and Other Allowance</u>
Lawrence Wilson, President 2906 SW Arrowhead Topeka, Kansas 66614	None	None	None
Fran Lee, Vice-President 5633 SW Hawick Lane Topeka, Kansas 66614	None	None	None
Tom Sarridge, Secretary PO Box 4188 Topeka, Kansas 66604	None	None	None
Dana Singleton, Treasurer 5141 NW 52nd Street Topeka, Kansas 66618	None	None	None
Don Banning 511 NE Independence Topeka, Kansas 66608	None	None	None
Jack Alexander 2509 Fillmore Topeka, Kansas 66611	None	None	None
Robert Bacon 3415 SW 6 th , Apt 532 Topeka, Kansas 66606	None	None	None
Larry Mann 319 NE Herington Herington, Kansas 67449	None	None	None

COMMUNITY ACTION, INC

48-0780983

Board of Directors

October 31, 2002

STATEMENT A
Page 2 of 5

	<u>Compensation</u>	<u>Contributions to Employee Benefit Plans</u>	<u>Expense Account and Other Allowance</u>
Neva Martin PO Box 115 Tecumseh, Kansas 66542	None	None	None
Doug Wallace 2401 SW 6 th Street Topeka, Kansas 66606	None	None	None
Linda Jeffrey 3345 SW Mariposa Place Topeka, Kansas 66614	None	None	None
Ruth Jacobsen 3137 SW Randolph Ave , # 103 Topeka, Kansas 66611	None	None	None
Oliver Green 4200 SW 28th Topeka, Kansas 66614	None	None	None
Dee Puff 2410 SE Seward Topeka, Kansas 66616	None	None	None
Joe Hoytal 3710 SW Topeka Topeka, Kansas 66609	None	None	None
Brian Thompson 5624 SW 15th Street Topeka, Kansas 66605	None	None	None

COMMUNITY ACTION, INC

48-0780983

Board of Directors

October 31, 2002

STATEMENT A
Page 3 of 5

	<u>Compensation</u>	<u>Contributions to Employee Benefit Plans</u>	<u>Expense Account and Other Allowance</u>
Renita Thompson 820 SW 8 th Avenue Townhouse #1 Topeka, Kansas 66603	None	None	None
Hattie Norman 1311 Madison Topeka, Kansas 66607	None	None	None
Mary Kay Freed 801 NE Chester Topeka, Kansas 66616	None	None	None
Mike Ballard 4327 SW 17th Terrace Topeka, Kansas 66604	None	None	None
Brian Spicer PO Box 2266 Topeka, Kansas 66601	None	None	None
Jo Salehar Directors, LULAC 1502 NE Seward Avenue Topeka, Kansas 66616	None	None	None
Sheri Matthews 400 S Adams Topeka, Kansas 66609	None	None	None
John Walker 6547 SW Hodges Auburn, Kansas 66402	None	None	None

COMMUNITY ACTION, INC

48-0780983

Board of Directors

October 31, 2002

STATEMENT A
Page 4 of 5

	<u>Compensation</u>	<u>Contributions to Employee Benefit Plans</u>	<u>Expense Account and Other Allowance</u>
Foster Chisholm 233 SE Winfield Topeka, Kansas 66607	None	None	None
John Alcala 215 E 7 th , City Hall Topeka, Kansas 66603	None	None	None
Steve Poage PO Box 2308 Topeka, Kansas 66601	None	None	None
Ed Graham 1528 E Iron Salina, Kansas 67401	None	None	None
Carole Williams 895 Brookside Drive Topeka, Kansas 66607	None	None	None
Mayor Butch Felker 215 E 7 th , City Hall Topeka, Kansas 66603	None	None	None
Lisa Stubbs 6026 SW 36 th Topeka, Kansas 66614	None	None	None
Bert Opara PO Box 2032 Topeka, Kansas 66601	None	None	None

COMMUNITY ACTION, INC

48-0780983

Board of Directors

October 31, 2002

STATEMENT A
Page 5 of 5

	<u>Compensation</u>	<u>Contributions to Employee Benefit Plans</u>	<u>Expense Account and Other Allowance</u>
Steve Barnum 138 E Elm Street, Apt 2 Harveyville, Kansas 66431	None	None	None
Rod Barnes 7 th & Jefferson PO Box 287 Junction City, Kansas 66441	None	None	None
Don Reed 427 Court PO Box 117 Clay Center, Kansas 67432	None	None	None

COMMUNITY ACTION, INC

48-0780983

October 31, 2002

STATEMENT B

Land, Buildings and Equipment

Fixed Assets - Federal Funds		\$ 1,280,859
Fixed Assets - General Funds	\$ 1,135,735	
Less Accumulated Depreciation	<u>(556,324)</u>	<u>579,411</u>
Part IV, Line 57		\$ <u>1,860,270</u>

COMMUNITY ACTION, INC

48-0780983

Form 990

December 31, 2002

I certify that the attached copies of the Amended By-Laws of Community Action, Inc are complete and accurate copies of the original documents

Signature

L. C. Wilson

Date

June 12, 2003

Application for Extension of Time To File an Exempt Organization Return

▶ File a separate application for each return

- If you are filing for an **Automatic 3-Month Extension**, complete only Part I and check this box
- If you are filing for an **Additional (not automatic) 3-Month Extension**, complete only Part II (on page 2 of this form)

Note Do not complete Part II unless you have already been granted an automatic 3-month extension on a previously filed Form 8868

Part I Automatic 3-Month Extension of Time - Only submit original (no copies needed)

Note Form 990-T corporations requesting an automatic 6-month extension - check this box and complete Part I only
 All other corporations (including Form 990-C filers) must use Form 7004 to request an extension of time to file income tax returns. Partnerships, REMICs and trusts must use Form 8736 to request an extension of time to file Form 1065, 1066, or 1041

Type or print	Name of Exempt Organization	Employer identification number
	COMMUNITY ACTION, INC.	48-0780983
File by the due date for filing your return. See instructions	Number, street and room or suite no. If a P O box, see instructions	
	1000 S.E. HANCOCK	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions	
	TOPEKA, KS 66607	

Check type of return to be filed (file a separate application for each return)

- | | | |
|--|--|------------------------------------|
| <input checked="" type="checkbox"/> Form 990 | <input type="checkbox"/> Form 990-T (corporation) | <input type="checkbox"/> Form 4720 |
| <input type="checkbox"/> Form 990 BL | <input type="checkbox"/> Form 990 T (sec 401(a) or 408(a) trust) | <input type="checkbox"/> Form 5227 |
| <input type="checkbox"/> Form 990 EZ | <input type="checkbox"/> Form 990 T (trust other than above) | <input type="checkbox"/> Form 6069 |
| <input type="checkbox"/> Form 990 PF | <input type="checkbox"/> Form 1041 A | <input type="checkbox"/> Form 8870 |

- If the organization does not have an office or place of business in the United States, check this box
- If this is for a **Group Return**, enter the organization's four digit Group Exemption Number (GEN) _____ If this is for the **whole group**, check this box . If it is for part of the group, check this box and attach a list with the names and EINs of all members the extension will cover

1 I request an automatic 3 month (6 month, for 990-T corporation) extension of time until JUNE 16, 2003 to file the exempt organization return for the organization named above. The extension is for the organization's return for calendar year _____ or tax year beginning NOV 1, 2001, and ending OCT 31, 2002

2 If this tax year is for less than 12 months, check reason Initial return Final return Change in accounting period

3a If this application is for Form 990 BL, 990 PF, 990 T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions \$ _____

b If this application is for Form 990-PF or 990 T, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit \$ _____

c **Balance Due** Subtract line 3b from line 3a. Include your payment with this form, or, if required, deposit with FTD coupon or, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions \$ N/A

Signature and Verification

Under penalties of perjury, I declare that I have examined this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete, and that I am authorized to prepare this form.

Signature ▶ Cheryl S Hayward Title ▶ CPA Date ▶ 3/4/03
 LHA For Paperwork Reduction Act Notice, see instruction Form 8868 (12-2000)

BY-LAWS
OF
COMMUNITY ACTION, INC.

Community Action, Inc
1000 S E Hancock
Topeka, Kansas 66607-1578

**BY-LAWS
OF
COMMUNITY ACTION, INC.**

ARTICLE I.

NAME AND LOCATION

SECTION 1. NAME OF CORPORATION

The name of the Corporation shall be COMMUNITY ACTION, INC

SECTION 2. LOCATION

The Corporation shall maintain its principal office in the State of Kansas in the City of Topeka Other offices, either within or without Shawnee County or the State of Kansas, may be authorized and established by the Board of Directors if the activities of the Corporation so require

ARTICLE II.

PURPOSE, OBJECTIVES, MANAGEMENT AND REGULATIONS

SECTION 1. ARTICLES OF INCORPORATION

Articles of Incorporation of Community Action, Inc , were filed October 30, 1970, the original of which is now on file and a matter of record in the office of Kansas, Secretary of State These articles were signed and sealed at the City of Topeka, the thirtieth day of October A.D , 1970 by Elwill M Shanahan, Secretary of State

SECTION 2. PURPOSE AND OBJECTIVES

The mission or basic purpose of Community Action, Inc is,

Promoting public understanding of the causes and conditions of poverty in Topeka and expanded counties of attitudinal and institutional barriers to self-sufficiency for low-income people through advocacy of sound, humane public policies on the problems of poverty

Encouraging self-sufficiency self-help through individual and community education through encouraging opportunities for effective community participation by low-income people

Improving the quality of life by mobilizing the necessary resources – public, private, financial and human to support

the efficient, humane operations of a range of programs and services for low – income people which meet basic survival needs, and which offer the knowledge, skills and opportunities necessary to achieve individual, family, and community self-sufficiency

SECTION 3. MANAGEMENT OF AFFAIRS

- A. The property and activities of the Corporation shall be controlled and managed by its Board of Directors. The Board of Directors shall be responsible for the conducting of the Community Action programs and shall review and make final recommendations for the funding of programs. The Board of Directors shall employ an Executive Director, who will be responsible for the conducting of the business of the Corporation and shall be the principal Executive Officer of the Corporation. No outside group, agency, person or corporation (public or private) shall exercise a veto power over any acts of the Board of Directors of the Corporation so long as the same comply with the laws of the State of Kansas and the laws of the United States of America.
- B. **Political Activities Prohibited** No part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence the election of particular candidates. This organization shall not attempt in any way to influence the affairs and procedures of any particular political party.
- C. **Religious Participation Prohibited** There shall be no religious worship, instruction, or proselytism as part of or in connection with performance of the work of this Board of Directors.
- D. The Corporation may not exercise any power in such a manner as to disqualify the Corporation from the Income Tax exemption provided under the U S Internal Revenue Code of 1954.
- E. **Code of Ethics**
1. Board members and members of their immediate families shall not solicit or accept gifts, gratuities, favors or anything of a monetary value from
 - any contractor, potential contractor, or sub-contractor of the Corporation
 - any person applying for or receiving benefits or services through or from the Corporation's programs
 - any person in position to benefit otherwise from the activities of the Corporation
 2. Board members having a financial interest in a contract with the Corporation shall make a complete disclosure of such interest to an officer of the Board of Directors. Such Board members shall not vote upon any such contracts or agreements.
 3. Board members shall refrain from all participation in any matter which affects, to his/her knowledge, the financial interest of

- his/her business partner(s) or a business organization with which he/she is associated,
 - any person or organization with whom he/she is negotiating or has any arrangement concerning prospective employment
- 4 No person may serve on the Board who is,
- a board member or employee of a Community Services Block Grant delegate agency,
 - an employee of the Corporation, the State of Kansas Department of Commerce and Housing CSBG Program, or United States Department of Health and Human Services

SECTION 4. REGULATION OF INTERNAL AFFAIRS

- A. The Board of Directors may authorize any officer or officers, or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to the specific instances. The Executive Director is specifically authorized on behalf of the Corporation to execute contracts in its behalf
- B. No loan shall be contracted on behalf of the Corporation, no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors
- C. Regulations on Internal Affairs All checks, drafts, notes or other evidence of indebtedness shall be issued in the name of the Corporation and shall require two signatures. Such signatures shall be the President's or the Treasurer's and the Executive Director's
- D. All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may elect
- E. Bonding The agency will maintain a bond upon those employees and members of the Board of Directors of the agency who occupy positions of trust when they may be required to sign checks or disburse funds, or where they may acquire custodial responsibility for any agency property, for the good and faithful performance of their official duties
- F. Equal Opportunity Employment and upgrading of Corporation employees on the basis of race, creed, color, national origin, sex, age, or disability is strictly prohibited. This requirement shall apply to, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. In the event that the Board of Directors signs any contract which would be covered by Executive Order 10925 (March 6, 1961), or Executive Order

11114 (June 22, 1963), the Board shall include the Equal Employment Opportunity clause specified in Section 301 of Executive Order 10925, as amended

ARTICLE III

MEMBERSHIP

SECTION 1. PARTICIPATION

No persons in the United States shall be excluded from participation, be denied the processes, or be subject to discrimination on the grounds of race, creed, color, national origin, sex, age or disability under any Community Action program approved by the Board of Directors in accordance with the Civil Rights Act of 1964 (45 part 1010)

ARTICLE IV.

ESTABLISHMENT OF DUES

SECTION 1. DUES AND FEES

Establishment of dues and fees, if any, for all classes of membership shall be established by the Board of Directors

ARTICLE V.

MEETINGS OF MEMBERS AND VOTING

SECTION 1. ANNUAL MEETING

An Annual Meeting of the Board of Directors will be held each year during the month of October. Notice of the Annual Meeting shall be given in accordance with these By-Laws

SECTION 2. REGULAR OR BI-MONTHLY MEETINGS

The Board of Directors shall meet bi-monthly on the odd months of the year (January, March, May, July, September and November) for the transaction of business relating to the policies, programs and such other business as may come before the meeting

SECTION 3. SPECIAL MEETINGS

The President and one-half of the Board of Directors may call special meetings of the Board of Directors, and may fix the time and special place for the holding of such a meeting

SECTION 4. NOTICE

Notice of all regular and special Board and Committee meetings shall be served by mail upon Directors of the Board at least five (5) days prior to the holding of such meeting, provided, however, the service of said notice may be waived by the respective Directors. The day of deposit of the notice in the mail shall be deemed the first day of the notice of the five (5) day period. All notices required by these By-Laws shall be in writing and deposited in the United

States Mail, postage prepaid, and addressed to the person to be notified at their last known address

Board meeting notices and agendas shall be submitted to funding sources as required and furnished to media and citizens upon their request

All meetings of the Board are subject to the Kansas Open Meeting Act

SECTION 5. VOTING

Voting shall be governed by Robert's Rules of Order and there shall be no voting by proxy. A simply majority vote is required for passage provided a quorum is present

SECTION 6. QUORUM

Quorum for the transaction of business shall constitute at least one-half (1/2) of the seated membership of the Board of Directors

SECTION 7. CANCELLATION OF MEETING

The President may cancel a meeting of the Board of Directors for cause by providing public notice prior to called meeting

SECTION 8. MINUTES

The Board shall conduct its business and keep written minutes for each meeting in accordance with Robert's Rules of Order. Copies of the minutes of each meeting of the Board shall be submitted to funding sources according to their requirements. Minutes shall be available to the public upon request

ARTICLE VI.

BOARD OF DIRECTORS

SECTION 1. AUTHORITY, RESPONSIBILITIES AND POWER

- A. The Board of Directors shall have and may exercise all the powers of the Corporation except such as are conferred upon the members and officers by law, the Articles of Incorporation and by these By-Laws. Members may be represented by a designated alternate as provided by these By-Laws
- B. The Board of Directors shall have the responsibilities to provide the Corporation with direction and shall determine its policies and programs, and actively pursue the objectives and purposes of the Corporation
- C. The Board of Directors shall have the power to adopt such rules and regulations for the conduct of its business as shall be deemed advisable and delegate its power to an Executive Committee as provided for in these By-Laws and may delegate certain of its authorities and responsibilities to the Executive Director as provided for in these By-

Laws The Board of Directors shall have the power to amend these By-Laws as provided for in these By-Laws

SECTION 2. COMPOSITION, ELECTION, APPOINTMENTS AND ALTERNATES

The membership of the Corporation's Board of Directors shall be not less than twenty-four (24), nor more than fifty-one (51) members Beginning in 1996, the Board shall vote on the exact number of Board members and the geographic areas to be represented by the undesignated public and poverty sector directors and the undesignated private sector organizations to be represented This vote shall take place at the May Board Meeting

A. PRIVATE SECTOR

1. **Composition:** One-third (1/3) of the members shall represent the private sector from Commerce and Industry, Religion, Education, Labor, Finance, Health, Social Services and significant organizations representing the minority population The private organizations, groups or interests representing the private sector may select up to 1/3 of the Board membership but no more than one member may be selected to represent any organization The groups or organizations representing this sector are outlined in the Addendum
2. **Alternates:** Each member organization shall select an alternate representative to the Board by its own process

B. POVERTY SECTOR

1. **Composition:** One-third (1/3) of the members shall be representatives and advocates of the poverty sector, selected through a democratic election process set forth in Article XI of these By-Laws A minimum of four poverty sector representatives shall represent the City of Topeka, two poverty sector members shall represent specific geographic areas of Shawnee County and the remaining seats shall be filled as at-large positions from the geographic areas in which the Corporation has active programs and/or projects Each member representing the poverty sector must reside in the specific geographic area they represent The boundaries of the specific areas requiring representation are outlined in the Addendum
2. **Alternates:** Alternates for the poverty sector directors will be selected in the same manner as the directors

C. PUBLIC SECTOR

1. **Composition:** One-third (1/3) of the members shall be public elected officials A minimum of three of the public sector representatives shall be assigned to the County Commissioners of Shawnee County and three assigned to the City of Topeka The remaining seats shall be filled by public elected officials from geographic areas in which the Corporation has active programs

and/or projects. The specific areas requiring representation are outlined in the Addendum.

2. **Alternates:** Each public elected official selected to serve may appoint an alternate to serve in their absence in accordance with these Bylaws. Or the public elected official may name one permanent representative to serve in their stead and the public elected official has the option to serve as the alternate. Any representative so selected shall have the authority to act for the public official, but need not be a public official themselves. Representatives selected to serve shall have either general governmental responsibilities or responsibilities which require them to be involved with poverty related matters. If the public elected official does not choose to serve as the alternate, the alternate seat shall remain vacant.

D. ALTERNATES

In the absence of a Director, the alternate shall assume the authority of the absent Director except that the alternate shall not be entitled to hold office or act as an officer. Directors may have only one alternate and each alternate may serve only one Director.

E. ADDITIONAL REPRESENTATION

Any representative group of low-income residents or residents or members of any community agency other than public officials may petition for membership if they feel they do not have adequate representation. Such petitions must bear the signatures of twenty-five (25) persons who meet the qualifications of area residence and membership eligibility. Such petitions shall be presented to the Board of Directors.

Within two (2) months after the receipt of such petitions, the Board of Directors shall hold an impartial public hearing. The decision of the Corporation, after said hearing, shall be binding and final. In considering the petition of a private group or organization for representation on the Board, primary consideration shall be given to maintaining the balance among representatives of the groups named in the Addendum.

In the event that the finding of the public hearing is to include a petitioning group or organization but not expand the membership, the representation shall be determined by

Private Sector: If a vacancy exists in the private sector within the petitioning groups representation area, the petitioning group shall be seated in that vacancy and replace the original group as the recognized representative. The group shall complete the term of office of the original occupant. At the completion of the term, the petitioning group shall replace the competing group for the next term and the groups shall rotate on two year cycles.

If no vacancy exists the petitioning group shall rotate with the seated group at the end of the seated representatives current term. The competing groups shall then alternate on a two year term.

Poverty Sector: If a vacancy exists in the poverty sector representation area that coincides with petitioning group area, the petitioning group shall be seated and an election held by the remaining seated poverty sector representatives to elect the petitioning group's representative to fulfill the remainder of the term. At the completion of the incomplete term, the petitioning group shall compete for representation of one of the defined representation areas in the annual elections or shall replace one of the at-large representatives, as determined by the Board.

If no vacancy exists, the petitioning group shall replace one of the at-large representatives, as determined by the Board, at the end of the seated representatives' current term.

SECTION 3. TERM, RE-ELECTION AND ELIGIBILITIES

- A.** Term, Re-Election and Eligibilities. The term of office for representatives of private organizations, groups and interests shall be two (2) years from their date of appointment to the Board.
- B.** Public elected/appointed officials or their representatives will serve during the incumbency of the elected/appointed officials who appoint them.
- C.** Poverty representatives are eligible for re-election on a bi-annual basis in accordance with these By-Laws. Term of office shall be two (2) years.
- D.** The Board of Directors shall determine the eligibilities of its members at any regular Board of Directors Meeting.
- E.** Members shall serve until their successors are elected or appointed in accordance with these By-Laws.
- F.** No Federal or State employee may serve on the board in a capacity that will require him/her to act as an agent or attorney for the Corporation in its dealings with the Federal or State Government.

SECTION 4. ABSENCE, VACANCIES AND REMOVAL

- A.** With the consent of one-half (1/2) of the members, the President-elect of the Board of Directors may remove from membership any Poverty or Private Director who is absent from three (3) consecutive Corporation meetings or who is disruptive to orderly management. Public Directors can only be removed by the appropriate designating official. Such removal may take place only at a regularly scheduled Board meeting. Notice of pending action for removal will be provided to the Director in question by separate letter no less than five (5) days prior to the meeting. A hearing of all evidence relating to the pending removal will be part of the Board meeting agenda.
- B.** Vacancies among the public sector shall be filled by the appropriate designating official. Vacancies among the Private sector shall be filled by the appropriate

agency/organization Any vacancy among the Poverty sector shall be filled by the appropriate alternate, or if there is no alternate, by a representative elected by the Poverty Directors acting alone to complete the original representative's term of office The person elected must reside in the area he/she will represent on the Board All vacancies shall be filled within sixty (60) calendar days In no case shall a removed or resigned member be re-appointed to complete his/her own term

- C. In the event an organization chooses not to name a new representative, the Board shall choose another organization to name a new representative

SECTION 5. COMPENSATION

No Director shall receive any salary or other compensation for his/her services as an officer, director or member of said Corporation, with the exception of the Executive Director

SECTION 6. INSURANCE

The Corporation shall provide indemnity insurance for all Officers and Directors in the form of Directors and Officer Insurance with a minimum coverage of \$100,000 The amount of any excess coverage may be determined by the Board of Directors from year to year

ARTICLE VIII.

OFFICERS

SECTION 1.

A. ELECTED OFFICERS

Officers of the Corporation shall consist of a President, Vice-President, Secretary and Treasurer

B. ELECTION OF OFFICERS

No two offices may be held by the same person, except the office of Secretary and Treasurer All officers shall be elected as provided for in Article VII, Section 4, by the Board of Directors at an October meeting If the election shall not be held in such meeting, then the same shall be accomplished as soon thereafter as convenient Each officer shall hold office until the successor shall be duly qualified or until his death, resignation or removal there from

C. QUALIFICATIONS FOR OFFICE

Qualifications for Office Any member of the Board of Directors shall be deemed qualified to serve as an officer of the Corporation

D. NOMINATION, ELECTION, INSTALLATION AND OATH OF OFFICE

1. Nomination of officers shall be recommended by a committee of the Board of Directors formed for the purpose of providing capable leadership for the Corporation, but shall not preclude nomination from any member of the Board of Directors
2. Election shall be by voice vote or secret ballot which will be tallied by three (3) members of the Board of Directors not nominated for Office
3. Installation of officers shall be conducted at the first meeting of the Board of Directors after the annual meeting or as soon thereafter as practical, and shall consist of the elected officers taking the Oath of Office
4. Oath of Office I solemnly promise to abide by the Laws of the United States of America, By-Laws and regulations of the Corporation, and the lawful orders of the Board of Directors I further promise that I will perform the duties of my office to the best of my knowledge and ability
5. Officers shall assume their duties upon taking the Oath of Office

E. TERM OF OFFICE

Term of Office The term of Office for each elected officer shall be two (2) years The President and the Secretary shall be elected during the years ending in odd numbers, and the Vice-President and Treasurer shall be elected during the years ending in even numbers

F. RESIGNATION OF OFFICE

Any officer may resign without consent of the electing or appointing power, upon a written, dated and signed document of resignation being presented to the Board of Directors at a regular Board of Directors meeting

G. REMOVAL FROM OFFICE

An officer may be removed at any time by the concurrence of two-thirds (2/3) of the members of the Board of Directors after having first been given ten (10) days written notice that the retention or dismissal of such officer is to be considered by the Board of Directors Any vacancies in an office shall be filled in the same manner as provided for in originally filling of that office

H. VACANCIES AND REMOVAL

Upon the death, resignation or removal from office of a member of the Board of Directors, the Board of Directors shall declare the position vacant at a regular meeting of the Board of Directors

SECTION 2. SPECIAL OFFICERS

- A. The Executive Director:** The Executive Director shall administer the work of the Corporation. The Executive Director shall be charged with the task of carrying out the purposes, objectives, policies and programs of the organization under the direction of the Board of Directors. He/She shall be responsible for and in charge of such other employees deemed necessary to carry out the work of the organization. He/She shall be vested with the power to implement all the substantive rights of the Board as necessary to fulfill his/her job as Executive Director. This shall include the right to employ and terminate personnel and formulate policies of employment subject to review and approval as provided in these By-Laws. The Executive Director shall be a non-voting ex-officio member of the Board of Directors and its committees with the exception of the Personnel Committee.

PRESIDENT EMERITUS

- A. President Emeritus:** Upon the expiration of the term of the office of President of the Corporation, such retiring officer shall, unless the Board of Directors determine otherwise, become a President Emeritus and as such shall be an ex-officio member of the Board of Directors for a period of one (1) year, provided, however, that the President Emeritus shall not have the power to vote at any meeting of the board of Directors.

ARTICLE VIII.

AUTHORITY AND DUTIES OF OFFICERS

SECTION 1. AUTHORITY

The officers of the Corporation shall have such power and authority in the control and management of the property and activities of the Corporation as is usual and proper in the case of and incident to such corporate offices, except insofar as power and authority is limited or extended by these By-Laws or by resolution of the Board of Directors.

SECTION 2. PRESIDENT

The President of the Corporation shall

- A. Act as President and Chairperson of the Board of Directors and shall preside at all meetings of the Board of Directors and the general membership
- B. Appoint the Chairperson and members of the committee of the Corporation
- C. Establish agenda for the Order of Business
- D. Perform as the principal officer of the Corporation in the absence of the Executive Director
- E. Appoint a parliamentarian
- F. Sign on behalf of the Corporation all deeds and other formal instruments
- G. Perform such other duties as may from time to time be assigned him/her by the Board of Directors or by these By-Laws
- H. The President of the Corporation shall be an ex-officio member of all committees of the Board of Directors

SECTION 3. VICE-PRESIDENT

The Vice-President shall exercise the duties of the President in his/her absence and such other duties as the President shall assign to him/her

SECTION 4. TREASURER

The Treasurer shall cause all funds and securities of the Corporation to be deposited in the name of the Corporation in such depositories as shall be selected by the Board of Directors

SECTION 5. SECRETARY

The Secretary shall cause the minutes of the Board of Directors meeting, including a record of votes on all motions, to be kept, distributed to members prior to the next meeting and made available to the public on request, see that all notices are duly given in accordance with the provisions of these By-Laws or as required by Law, be responsible for the Corporation's records and seal, keep a register of the post office addresses of all Directors, have general charge of the books and records of the Corporation and such instruments with the President or other officers as may be required, and perform such other duties as from time to time may be assigned to him/her by the President, by the Board of Directors or by these By-Laws

ARTICLE IX.

EXECUTIVE COMMITTEE

SECTION 1. EXECUTIVE COMMITTEE

- A. The Executive Committee shall fairly reflect the composition of the Board of Directors. It shall include all officers of the Corporation and the Chairpersons of the Board of Director's standing committees.
- B. The President of the Corporation shall be Chairperson of the Executive Committee.
- C. The Secretary of the Corporation shall be the Secretary of the Executive Committee.
- D. Each member on the committee shall serve for a term of one (1) year or until the successor is selected.
- E. A quorum of the Executive Committee shall consist of one-half (1/2) of the members.
- F. The Executive committee shall hold regular meetings at such time and places as may be agreed upon by them and shall be on call for special meetings at the will of the President upon reasonable notice. The Executive Committee shall have the power and authority to conduct routine business of the Corporation during intervals between the meetings of the Board of Directors. Actions of the Executive Committee shall be reported at the next regular Board of Directors' meeting.
- G. The Executive Committee shall have the responsibility of acting as the planning body for the corporation. Actions undertaken in this capacity shall be subject to review and ratification by the Board of Directors at its discretion.
- H. The President or majority of the Executive Committee may convene a meeting of the Executive Committee in cases of emergencies.

ARTICLE X.

STANDING AND SPECIAL COMMITTEES

SECTION 1. STANDING COMMITTEES

There shall be six (6) standing committees as follows

- A. **Personnel Committee:** The membership of the Personnel Committee shall fairly reflect the composition of the Board of Directors. Its membership shall consist of a minimum of six members. The Chairperson of the Personnel Committee shall be appointed by the President of the Board of Directors. A quorum of the Personnel Committee shall consist of one-half of its members. The duties of the Personnel Committee are as follows. It shall recruit and screen applicants for the position of Executive Director and shall make recommendations based on its findings to the Board of Directors which shall

select the Executive Director. It shall establish and review the Personnel Policies and Procedures for the Corporation, which shall be approved by the Board of Directors of the Corporation.

In accordance with the Personnel Policies and Procedures of the Corporation, the Personnel Committee shall review staff grievances after all other remedies have been exhausted.

- B. By-Laws Committee:** The membership of the By-Laws Committee shall fairly reflect the composition of the Board of Directors. Its membership shall consist of a minimum of six members. The Chairperson of the By-Laws Committee shall be appointed by the President of the Board of Directors. The Committee shall review the By-Laws as requested by the Board of Directors. A quorum of the By-Laws Committee shall consist of one-half of its members.
- C. Finance Committee:** The membership of the Finance Committee shall fairly reflect the composition of the Board of Directors. Its membership shall consist of a minimum of six members. The Treasurer of the Corporation shall be a member of the Finance Committee with the remaining members being appointed by the President of the Board of Directors. A quorum of the Finance Committee shall consist of one-half of its members. The President of the Board of Directors shall appoint the Chairperson of the Finance Committee. This Committee shall be responsible for and shall report on the annual operating budget, including administrative expenses, and annually consider the audit report of the books and accounts of the Corporation.
- D. Program Committee:** The Program Committee shall fairly reflect the composition of the Board of Directors. Its membership shall consist of a minimum of six members. The members shall be appointed by the President of the Board of Directors. A quorum of the Program Committee shall consist of one-half of the members. The Committee shall review, screen and report on all proposals and programs of the Corporation, and shall evaluate the design, sponsorship, objectives and operation of every proposal and undertaking consistent with the stated purposes of the Corporation. The Chairperson of the Program Committee shall be appointed by the President of the Board of Directors.
- E. Community Committee:** The membership of the Community Committee shall fairly reflect the composition of the Board of Directors. Its membership shall consist of a minimum of six members. The members shall be appointed by the President of the Board of Directors. A quorum of the Community Committee shall consist of one-half of the members. The Committee shall review and evaluate advocacy issues relative to the problems and barriers faced by low income citizens as they strive to survive and attain self-sufficiency. The Committee shall report its findings to the board of Directors for its disposition. The Committee shall serve as the Corporation's long-range planning unit. The

Community Committee shall conduct its meetings in such a way as to provide for a public forum

- F. **Head Start Review Committee:** The membership of the Head Start Review Committee shall fairly reflect the composition of the Board of Directors. Its membership shall consist of a minimum of six members. The Policy Council representative to the Board and the Board representative to the Policy Council shall be a member of the committee, with the remaining members appointed by the President of the Board of Directors. A quorum of the Head Start Review Committee will consist of one-half of its membership. The duties of the Head Start Review Committee are as follows. It shall review all Head Start issues including but not limited to grant proposals, new personnel regulations, and long range planning. The Head Start Review Committee shall make recommendations to the appropriate committees and/or Board. Members shall be required to attend at least three hours of Head Start orientation/training on Head Start Shared Governance. The Head Start Review Committee in cooperation with the Policy Council will jointly determine the Policy Council and Review Committee's involvement in long range planning.

SECTION 2. SPECIAL COMMITTEES

The President shall appoint such other committees, sub-committees or task forces, chairpersons and members as are necessary and which are not in conflict with other provisions of these By-Laws

ARTICLE XI.

POVERTY DIRECTOR ELECTION PROCESS AND AREA BOUNDARIES

SECTION 1. ELECTION PROCESS

- A. Each year the board of Directors shall adopt an Election Plan developed in accordance with these By-Laws. Nomination for Poverty Director may be made by individuals residing in the area in which the election will be held. Each candidate shall have a running mate for alternate. Each candidate for director and alternate shall be verified as a resident of the intention to serve on the Board of Directors as a representative of the poor. The balloting process shall be conducted in a manner approved by the Board of Directors the Election Plan. Only Low-income residents residing in the election area will be allowed to vote. Voting eligibility will be printed on the ballot. Only one vote will be allowed per eligible person.
- B. Ballots will be counted by the Election Committee appointed by the President. The composition of the Committee will fairly reflect the composition of the Board of Directors. In the event of a tie vote, the Poverty Directors shall break the tie by a majority vote cast by secret ballot.

- C. Newly elected representatives will be seated at the November meeting following their election

ARTICLE XIII.

FISCAL YEAR

SECTION 1. FISCAL YEAR

The fiscal year of the Corporation shall begin on the 1st day of November of each year and end on the 31st day of October the following year

ARTICLE XIII.

OFFICIAL PUBLICATION

SECTION 1. OFFICIAL PUBLICATION

The Corporation shall have an official publication as determined by the Board of Directors

ARTICLE XIV.

SEAL

SECTION 1. SEAL

The Corporation shall have a Corporate Seal which shall be in the form of a circle and shall bear the name of the Corporation and its principal place of business and the word "Seal" in its center and shall be affixed to all official documents

ARTICLE XV.

DISSOLUTION

SECTION 1. DISSOLUTION

Upon dissolution, the Corporation's assets not required by law to be returned to a governmental agency will be distributed for an exempt purpose specified in Section 501-c-3 of the Internal Revenue Code of 1954 as amended, which the Board of Directors at the time of the dissolution shall determine. The net assets accumulated by this Corporation shall be distributed to a non-profit corporation of a similar purpose and activity rather than to any individual person

ARTICLE XVI.

PARLIAMENTARY AUTHORITY

SECTION 1. PARLIAMENTARY AUTHORITY

Robert's Rule of Order, revised, shall be the rules of procedure for the conducting of all business at all meetings of the Board of Directors and its committees, except as may otherwise herein be provided

ARTICLE XVII.

AMENDMENTS

SECTION 1. AMENDMENTS

These By-Laws may be changed at any meeting of the Board of Directors provided that notice of proposed changes is given to all members of the Board of Directors prior to the meeting at which time the changes are to be voted upon. By-Laws changes shall only be affected by two-thirds (2/3) majority vote of those present and voting

ADDENDUM

An addendum to these By-Laws is hereby authorized and said addendum may be changed by a simple majority vote at any meeting of the Board provided a quorum is present

ADDENDUM

Article I. Number of Directors

The number of directors shall be 33

Article II. Representation

A Private Sector Representation

<u>Area</u>	<u>Organization</u>
Commerce and Industry	Greater Topeka Chamber of Commerce American Family Insurance (Regional Representation)
Religion	Interfaith
Labor	AFL-CIO
Education	Head Start Policy Council
Statewide representative	Kansas State Bankers Association
Health	Valeo Behavioral Services
Social Services	United Way
Minority Organizations	
Black	Black Women's Network
Hispanic	LULAC
Native American	Shawnee County Allied Tribes

B. Poverty Sector Minimum Representation Areas:

Geographic Boundaries

City of Topeka

North Topeka –	North Boundary – City Limit South Boundary – Kansas River East Boundary – City Limits West Boundary – City Limits
East Topeka –	North Boundary – Kansas River South Boundary – City Limits East Boundary – City Limits West Boundary – Kansas River
West Topeka –	North Boundary – Kansas River South Boundary – 17 th Street East Boundary – Kansas Avenue West Boundary – City Limits

South Topeka – North Boundary – 17th Street
South Boundary – City Limits
East Boundary – Kansas Avenue
West Boundary – City Limits

Shawnee County Representation Areas

North Shawnee County (excluding City of Topeka)

North Boundary – County Line
South Boundary – Kansas River
East Boundary – County Line
West Boundary – County Line

South Shawnee County (excluding City of Topeka)

North Boundary – Kansas River
South Boundary – County Line
East Boundary – County Line
West Boundary – County Line

At – Large Geographic Areas

Dickinson County

C. Public Sector Representation:

City of Topeka

Mayor

2 City Council Members

Shawnee County

3 County Commissioners

At-Large Geographic Areas

2 City of Topeka

1 Shawnee County

1 Clay County – City of Clay Center

1 Geary County – City of Junction City