



Supporting Documentation

North Austin Family Network

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This document outlines the supporting documentation required for the North Austin Family Network including the ByLaws, Conflict of Interest Policy and OFAC Compliance Policy.

Supporting Documentation for North Austin Family Network	1
Bylaws of the North Austin Family Network	1
Article I: Name and Purpose	1
Article II: Membership	2
Article III: Board of Directors	2
Article IV: Meetings	2
Article V: Officers	2
Article VI: Committees	3
Article VII: Finances	3
Article VIII: Amendments	3
Article IX: Dissolution	3
Article X: Indemnification	3
Conflict of Interest Policy	4
Article I: Purpose	4
Article II: Definition of a Conflict of Interest	4
Article III: Disclosure of Conflicts of Interest	4
Article IV: Procedures for Handling Conflicts of Interest	4
Article V: Violations of the Policy	5
Article VI: Annual Affirmation	5
OFAC Compliance Policy	5
Article I: Purpose	5
Article II: Scope	6
Article III: Overview of OFAC Compliance	6
Article IV: Policy	6
Article V: Reporting and Violations	7
Article VI: Compliance Officer	7
Article VII: Policy Review	7

Bylaws of the North Austin Family Network

Article I: Name and Purpose

1. **Name:** The organization shall be called the North Austin Family Network (NAFN).
2. **Purpose:** NAFN is a nonprofit organization committed to fostering community, connection, and support for families in the North Austin area. We host inclusive and non-judgmental events and activities designed to build relationships and enrich the lives of families.

Article II: Membership

1. **Eligibility:** Membership is open to any individual or family that supports the mission and values of NAFN.
2. **Rights of Members:** Members have the right to attend events, participate in decision-making through votes at annual meetings, and volunteer for organizational roles or committees.
3. **Responsibilities of Members:** Members are expected to uphold the organization's values, contribute to the community in a positive manner, and abide by the bylaws and policies of NAFN.

Article III: Board of Directors

1. **Composition:** The Board of Directors shall consist of no fewer than 3 and no more than 9 members.
2. **Term of Service:** Board members shall serve for a term of 2 years, with the option for re-election for up to three consecutive terms.
3. **Duties:** The Board is responsible for governance, financial oversight, strategic planning, and ensuring the organization's activities align with its mission.
4. **Removal:** A board member may be removed by a two-thirds vote of the remaining board members for failure to fulfill their responsibilities, unethical behavior, or conduct detrimental to the organization. The board member in question shall have the opportunity to address the board prior to the vote.

Article IV: Meetings

1. **Board Meetings:** Regular board meetings shall be held at least quarterly. A quorum, defined as a majority of board members, is required for decision-making.
2. **Annual Meetings:** The organization shall hold an annual meeting open to all members. This meeting shall include reports on activities, finances, and future plans, as well as elections for board positions.
3. **Special Meetings:** Special meetings may be called by the Chairperson or a majority of the Board. Members shall receive at least 7 days' notice.

Article V: Officers

1. **Officers and Duties:**

- a. *Chairperson:* Presides over meetings, provides leadership, and acts as the primary spokesperson for NAFN.
 - b. *Vice Chairperson:* Assists the Chairperson and assumes their duties in their absence.
 - c. *Secretary:* Maintains meeting minutes, organizational records, and ensures proper notice of meetings.
 - d. *Treasurer:* Oversees financial records, prepares the annual budget, and provides financial reports.
2. **Term of Office:** Officers shall serve for a term of 2 years, with the option for re-election for up to three consecutive terms.

Article VI: Committees

1. **Standing Committees:** Committees may be established by the Board to focus on specific areas such as events, fundraising, or outreach.
2. **Committee Leadership:** Each committee shall have a chairperson appointed by the Board.

Article VII: Finances

1. **Fiscal Year:** The fiscal year shall begin on January 1 and end on December 31.
2. **Banking and Spending:** All funds shall be deposited in the organization's name in a federally insured bank. Expenditures over \$500 require prior board approval.
3. **Financial Records:** The Treasurer shall maintain accurate financial records and ensure annual financial statements are prepared and presented to the Board.

Article VIII: Amendments

1. **Amendment Process:** These bylaws may be amended by a two-thirds vote of the Board, followed by ratification by a majority of the membership at the annual meeting. Proposed amendments must be shared with members at least 30 days in advance.

Article IX: Dissolution

1. **Dissolution:** Upon dissolution of the organization, all remaining assets shall be distributed to another nonprofit organization with similar values and goals, as determined by a majority vote of the Board.

Article X: Indemnification

1. **Indemnification:** The organization shall indemnify board members, officers, and volunteers against legal liability and costs arising from their official duties, except in cases of gross negligence or willful misconduct.

Adoption of Bylaws

These bylaws were adopted by the Board of Directors on this 5th day of January, 2025

Signatures:

Chairperson: Sophie Traulsen

Board Members:

Conflict of Interest Policy

Article I: Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity of the North Austin Family Network (NAFN) when considering transactions or decisions that might benefit the private interests of an individual involved with the organization. This policy ensures that decisions are made in the best interest of the organization and its mission, rather than based on personal gain or relationships.

Article II: Definition of a Conflict of Interest

A conflict of interest arises when an individual's personal, financial, or professional interests could compromise or appear to compromise their judgment or ability to act in the best interests of NAFN. Examples include, but are not limited to:

1. A board member or officer having a financial interest in a contract, transaction, or arrangement involving NAFN.
2. A board member or officer benefiting personally from a decision made by NAFN.
3. A close relative or associate of a board member or officer being considered for employment, contracts, or other financial arrangements with NAFN.

Article III: Disclosure of Conflicts of Interest

1. **Initial Disclosure:** Each board member, officer, and key employee must disclose any known conflicts of interest at the start of their tenure and annually thereafter.
2. **Ongoing Disclosure:** If a conflict of interest arises during the year, the individual must disclose it to the Board of Directors as soon as they become aware of it.

Article IV: Procedures for Handling Conflicts of Interest

1. **Determination of Conflict:** After a disclosure, the board (excluding the individual with the potential conflict) will assess whether a conflict of interest exists.
2. **Recusal:**
 - a. The individual with the conflict must recuse themselves from discussions, deliberations, and votes related to the matter.
 - b. The individual may provide factual information or answer questions prior to recusing themselves if requested by the board.
3. **Documentation:**
 - a. The meeting minutes must reflect the nature of the conflict, the discussion, and the final resolution, including whether the individual recused themselves.
4. **Approval of Transactions:** Any transaction involving a potential conflict must be approved by a majority of disinterested board members, ensuring it is fair, reasonable, and in the best interests of NAFN.

Article V: Violations of the Policy

1. If the board has reason to believe that an individual has failed to disclose a conflict of interest, the board shall inform the individual and provide an opportunity for explanation.
2. If it is determined that the individual knowingly failed to disclose a conflict, the board may take appropriate disciplinary action, up to and including removal from their position.

Article VIII: Amendments

1. **Amendment Process:** These policies may be amended by a two-thirds vote of the Board, followed by ratification by a majority of the membership at the annual meeting. Proposed amendments must be shared with members at least 30 days in advance.

Article VI: Annual Affirmation

Each board member, officer, and key employee shall annually affirm that they:

1. Have received a copy of this Conflict of Interest Policy.
2. Have read and understand the policy.
3. Agree to comply with the policy.
4. Disclose any known conflicts of interest.

Adoption and Approval

This policy was adopted by the Board of Directors of the North Austin Family Network on this 5th day of January 2025.

Signatures:

Chairperson: _____

Secretary: _____

OFAC Compliance Policy

Article I: Purpose

The North Austin Family Network (NAFN) is committed to complying with all applicable U.S. laws and regulations, including those enforced by the Office of Foreign Assets Control (OFAC). While **NAFN currently operates exclusively within Texas**, this policy ensures that any future activities or transactions adhere to U.S. sanctions laws and regulations, safeguarding against potential violations.

Article II: Scope

This policy applies to all NAFN activities, including financial transactions, partnerships, donations, and events. Although NAFN operates domestically, compliance with OFAC regulations is required for all U.S. organizations to prevent any unintended involvement with sanctioned individuals or entities.

Article III: Overview of OFAC Compliance

The Office of Foreign Assets Control (OFAC) administers and enforces economic and trade sanctions to support U.S. foreign policy and national security. Compliance involves ensuring that NAFN does not engage in prohibited transactions with individuals, entities, or countries subject to U.S. sanctions.

Article IV: Policy

1. Screening Procedures:
 - a. NAFN will screen donors, vendors, and partners against OFAC's Specially Designated Nationals (SDN) and Blocked Persons List for any potential matches, even when operating domestically.
 - b. Screening will be conducted before accepting any significant donations, entering vendor agreements, or forming partnerships.
2. Prohibited Activities:
 - a. NAFN will not knowingly engage in any financial transactions, partnerships, or other activities involving individuals or entities subject to OFAC sanctions.
 - b. If a potential match is identified, the transaction will be suspended until verification and appropriate actions are taken.
3. Training:
 - a. Board members, officers, and key volunteers will receive annual training on OFAC regulations and compliance procedures, ensuring awareness of potential risks.
4. Recordkeeping:
 - a. NAFN will maintain records of all screenings, transactions, and compliance-related activities for a minimum of five years.

5. Future Expansion Considerations:
 - a. If NAFN expands its operations outside of Texas or engages in international activities, this policy will be reviewed and revised to address additional compliance requirements.

Article V: Reporting and Violations

1. Reporting:
 - a. Any identified violations or blocked transactions will be promptly reported to OFAC as required by law.
2. Violations:
 - a. Any individual found violating this policy may face disciplinary action, including termination of their role with NAFN.

Article VI: Compliance Officer

NAFN will designate a Compliance Officer responsible for:

- Conducting screenings and maintaining screening records.
- Ensuring compliance with OFAC regulations.
- Addressing potential violations and submitting reports to OFAC when necessary.

Article VII: Policy Review

This policy will be reviewed annually by the Board of Directors to ensure its relevance and compliance with current OFAC regulations. Updates will be made as necessary to reflect changes in NAFN's operations or U.S. sanctions laws.

Adoption and Approval

This policy was adopted by the Board of Directors of the North Austin Family Network on this 5th day of January, 2025.

Signatures:

Chairperson: _____

Compliance Officer: _____