

Welcome to the Digital WOSB Alliance!



# Onboarding Guide

## Contents

|                                       |      |
|---------------------------------------|------|
| Welcome Letter & Mission.....         | 2-3  |
| Board of Directors.....               | 4    |
| Member Expectations & Next Steps..... | 5-6  |
| FAQs.....                             | 6-7  |
| By-Laws.....                          | 8-18 |

# Onboarding Guide

Dear New Member,

On behalf of the Executive Board, it is my pleasure and honor to welcome you to the Digital WOSB Alliance. As President, I'm thrilled to have you join our passionate and dynamic community of women leaders dedicated to advancing women-owned and women-led digital services organizations.

Our mission is to strengthen these organizations through community-building, advocacy, education, and the pursuit of excellence in delivering digital services to government clients. Your voice, experience, and engagement are invaluable to this mission.

As a new member, we look forward to the insights and contributions you and your organization will bring. We encourage you to explore our website, <https://www.digitalwosballiance.org/> and connect with us on LinkedIn. We hope to see you at upcoming events, discussions, and initiatives. Your active participation will help shape a thriving, supportive, and impactful community.

If you have any questions or need assistance, please don't hesitate to reach out to me or any member of our executive team.

Welcome again to the DWOSB Alliance—we're excited for the journey ahead and the great things we'll accomplish together.

Warm regards,

Narjis B. Ali

President, Digital WOSB Alliance



# Onboarding Guide

## Welcome to the Digital WOSB Alliance!

We are excited to have you join, and we look forward to moving the mission forward with your help. Included in this packet, you will find information about our company, Board member roles/responsibilities, ways to get involved and much more!

Please take the time to familiarize yourself with the committees in place today, including Government Relations, Governance and Membership, and Marketing. Each committee also meets regularly, as outlined in the respective Slack channels. Your attendance and participation in the committees is necessary for us to continue to grow and develop as an organization. There may be special projects in addition to our regularly scheduled meetings, and we will draw on your strengths to help us complete projects, plan events, etc. Each year, we review new applicants. As a member of the Digital WOSB Alliance, you can sponsor companies that meet the criteria and encourage them to apply.

## Mission

We are a non-profit organization dedicated to supporting the advancement and expansion of women-owned, women-led digital services companies through community, advocacy and education. We are experienced human-centered designers, user researchers, software engineers, product managers, security professionals, content authors, and business professionals. Our members are small businesses, which are owned and led by women who are actively engaged in every aspect of the business.



# Onboarding Guide

## Our 2025 Board of Directors



**President**

**Narjis Ali**

Owner, Sure Secure Solutions

[president@digitalwosballiance.org](mailto:president@digitalwosballiance.org)



**Vice President**

**Gisela Ghani**

CEO, Alesig Consulting

[vp@digitalwosballiance.org](mailto:vp@digitalwosballiance.org)



**Treasurer**

**Melissa Britton**

CEO, Bracari

[treasurer@digitalwosballiance.org](mailto:treasurer@digitalwosballiance.org)



**Board Member**

**Rebecca Swain-Eng**

CEO & Founder, SEA Healthcare



**Government  
Relations Co-Chair**

**Robin Major**

President, SoftDev Incorporated



**Government  
Relations Co-Chair**

**Rangena Hotaki**

CEO & Founder, DesignOvation  
Strategies

[govrelations@digitalwosballiance.org](mailto:govrelations@digitalwosballiance.org)



# Onboarding Guide

## Committees

- Governance & Memberships
- Marketing & Partnerships
- Government Relations
- Events Planning

## Expectations as a Member

- Each member is expected to know the organization's mission and our bylaws
- Serve as active advocates and ambassadors for the organization
- Leverage connections, networks, and resources to develop collective action to fully achieve mission
- Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- Prepare for, attend, and conscientiously participate in committee meetings
- Sponsor other WOSBs for membership during the membership application cycles to ensure we recruit women led companies.

## Immediate Next Steps

- **Join Slack!**
  - o You will receive an invitation to our Digital WOSB Alliance Slack Community – this is our main source of collaboration and updates regarding the Alliance.
  - o Each member company will be capped at 4 individuals who will be invited to the Slack community – please let the Governance & Memberships committee know who will need to be invited.
  - o Slack Guidelines:
    - Group Mentions: Slack has a few special keywords for mentioning large groups. Be careful about how you use @everyone, @channel, or @here. You don't want to make a bunch of phones buzz or computers chime for no good reason.
    - Direct Messages: You can communicate to one person or a group via private direct messages. This is equivalent to a text message, email, or a one-on-one closed-door discussion. Only those directly involved can see the message.
    - Using Channels: Channels are visible to a group – either the entire organization or a controlled subset.



# Onboarding Guide

- General Channel: this is very public. Think of it as the “lobby” area. Any member can see what goes on here. It is intended for broad announcements or chatter with no expectation of privacy.
- Other Public Channels: These are similarly public and potentially accessible by just about anyone who is part of the DWA slack. This is great for public conversations around some topic.
- Private Channels: Private channels (with a padlock icon) are only visible to invited members. This is good for controlling access to a specific topical channel.
  - “@” Mentions: You can mention a person in a channel discussion to call their attention to the discussion (generally triggering a notification to the person). This does NOT make it a private message.
  - Threads: The reply/thread feature is great to branch off on a sub-discussion within a channel, such as direct answers to questions.
- **Join a committee!** The ongoing goals of the Digital WOSB Alliance can be supported by each member doing their part and joining a committee to advance our mission. Feel free to join a committee channel on Slack and share that you would like to be involved in future committee meetings.
  - o Governance & Memberships
  - o Marketing & Partnerships
  - o Government Relations
  - o Education
- **Send us your company logo!** Your logo will be displayed on the organization’s website and may be used in marketing materials regarding membership. Please direct your company logo (PNG), a 50-100 word company description, and website link to our Marketing Committee at [partnerships@digitalwosballiance.org](mailto:partnerships@digitalwosballiance.org).
- **Look out for future events!** Any events hosted by the Digital WOSB Alliance or events pertinent to members will be shared on the #general and #events channels in Slack.

## FAQs

- What are the benefits of membership with the Digital WOSB Alliance?
  - o We are a member led organization, as described in our bylaws. There is strength in numbers. Therefore, we must collectively ensure we exist strictly to add value to those who choose to become a part of this Alliance. We do that by -
    - Creating an environment to allow teaming among members
    -



# Onboarding Guide

- Facilitating Networking among and with our Members by hosting happy hours and events
- Enhancing visibility for our members through a marketing campaign, joint elevator pitch content, slick sheet/capabilities statement, and the development of thought leadership initiatives
- Exploring the provision of shared services like HR support, legal assistance, finance, and operations to support members' growth and operational needs.
- When can new members join?
  - New Membership inquiries will be collected at the start of the calendar year and onboarded by the start of the April Fiscal Quarter. The New Member Interest form for women-owned, women-led companies can be shared and completed via completion of this form: <https://forms.gle/Ym37KRPrBkwtXzNdA>
- What if my company no longer qualifies as a woman-owned, woman-led company after joining?
  - If your company no longer qualifies as woman-owned and woman-led, you have an obligation to notify the DWA of this change immediately. If membership dues have been paid, DWA will honor membership and participation for the full duration of the membership for that year. Upon conclusion of that year, the company will be removed from the membership roster as it will no longer meet the eligibility criteria for membership without an SBA certification.
- What is the annual renewal fee?
  - Annual dues are currently \$500 per company for calendar year 2024. Every year the Board considers a number of factors in establishing the membership / renewal fee, including the prior year financials, current and future year budgets and goals, and feedback from the current membership to ensure that the annual membership fee coincides with the value the DWA provides to its members, and provides the capital necessary to help the DWA achieve its objectives.

## DIGITAL WOSB ALLIANCE BYLAWS

### **ARTICLE I** **PURPOSES**

The Digital WOSB Alliance (the “Alliance”), which was incorporated on January 27, 2023, is a collection of leaders working to create more opportunities for women-owned, women-led small businesses to deliver digital services in the federal government. We are a non-profit organization dedicated to supporting the advancement and expansion of women-owned, women-led digital services organizations through community, advocacy, and education.

### **ARTICLE II** **MEMBERS**

#### **Section 1. Members Authorized.**

Membership in the Alliance shall be open to all woman-owned, woman-led small businesses focused on digital and technology capabilities that serve—or aspire to serve—the federal government. The Board of Directors (the “Board”) may, from time to time by resolution, prescribe the amount and manner of qualifying for membership, the process by which members are admitted, the imposition and collection of initiation fees, dues, or other fees, assessments, fines and penalties, the manner of suspension or termination of membership and reinstatement of membership, and, except as may hereinafter otherwise be provided the rights, liabilities, and other incidents of membership. Membership Criteria is outlined in Attachment A.

#### **Section 2. Membership Certificates.**

The Board of Directors may cause to be issued certificates or other instruments permitted by law evidencing membership in the Alliance. Such membership certificate, or other instrument shall be non-transferable, and a statement to that effect shall be noted on the certificate or other instrument. Membership certificates or other instruments, if issued, shall bear the signatures or facsimile signatures of an officer or officers designated by the Board.

#### **Section 3. Special Meetings of Members.**

Special meetings of the members may be called at any time by the President or by action of the Board, or by a written petition signed by ten percent (10%) of the members in good standing. Any matter that the members may lawfully consider may be considered at a special meeting.

# Onboarding Guide

## Section 4. Notice of Meetings

Notice of a meeting of the members shall be emailed and slacked to each member, not less than 10 days nor more than 30 days before the date set for the meeting. Such notice shall state the place, day, and hour of the meeting. Notice of meetings shall state that the meeting is being called for the holding of elections, if applicable, and/or for the transaction of such other business as may properly come before the meeting. Notices of special meetings shall state the purpose or purposes for which the meeting is called. Any meeting of members may be adjourned from time to time. In such event, it shall not be necessary to provide further notice of the time and place of the adjourned meeting if announcement of the time and place of the adjourned meeting is given at the meeting so adjourned.

## Section 5. Voting by Members.

Every member of record of the Alliance, in good standing, shall be entitled to one vote per company at a meeting of the members. Members may vote by written proxy.

## Section 6. Quorum and Adjourned Meetings.

A majority of the total number of members eligible to vote shall constitute a quorum for the transaction of any business. A member voting by proxy shall be considered present at the meeting for the purpose of establishing a quorum. Once a quorum is established at a meeting, it is not broken by the subsequent withdrawal of any member or members.

## Section 7. Action by the Members.

Once a quorum is established at a meeting of the members, the affirmative vote of a majority of the votes cast at such meeting shall constitute the action of the members.

## **ARTICLE III** **EXECUTIVE BOARD OFFICERS**

### Section 1. Officers.

The Executive Board Officers (“Officers”) of the Alliance shall include a President, a Vice President, a Secretary, and a Treasurer. Section 4 outlines the authorities and duties of the Executive Board Officers. The Executive Board, along with the Marketing & Partnerships Committee Chair, the Governance and Membership (G&M) Committee Chair, and the Government Relations Committee Chair make up the entire Board of Directors (“Board”), as detailed in Article IV. The Board may also elect or appoint one or more additional vice-presidents, assistant secretaries and assistant treasurers and such other officers and agents as it shall from time to time deem advisable. No officer need be a member of the Board at the time of his or her election or appointment, and any two or more offices



# Onboarding Guide

may be held by the same person, except the offices of president and secretary. The officers of the Alliance shall be elected annually by the members at its annual meeting.

## **Section 2. Tenure; Resignation; Removal.**

The officers named in an initial Board resolution shall serve until the first annual meeting of the Board. Thereafter, each officer shall be elected by the Board at an annual meeting called for that purpose. Unless otherwise determined by the Board, each officer shall hold office for one year or until her successor is elected or appointed or until her earlier displacement from office by resignation, removal or otherwise. Any officer may resign by written notice to the Alliance, preferably with a minimum of two (2) weeks notice, and may be removed for with or without cause by majority vote of the Board. If the office of any officer becomes vacant for any reason, the vacancy may be filled by the Board.

## **Section 3. Compensation.**

Officers may, by resolution of the Board, be reasonably compensated for their service on the Board. Absent such authorization, officers shall serve without compensation. The Board may also provide by resolution that actual and necessary expenses of attendance at any meeting of the Board or any committee thereof may be reimbursed upon written request. Officers may also be paid reasonable compensation for services rendered to the Alliance in another capacity, provided that such compensation is approved by the Board.

## **Section 4. Authority and Duties.**

All officers as between themselves and the Alliance shall have such authority and perform such duties in the management of the Alliance as may be provided in these bylaws, or, to the extent not so provided, as may be assigned by the Board.

## **Section 5. The President.**

The President is expected to provide leadership to and manage the Alliance's Board of Directors and Committees, ensuring that the Board fulfills its legal and financial obligations and individual board members fulfill their board responsibilities. The Board President facilitates communication and decision-making within the board. Specific responsibilities include, but are not limited to:

- a.) Convening and facilitating board and Committee meetings
- b.) Providing accountability regarding attendance, individual giving and other individual board member commitments
- c.) Ensuring the recruitment and orientation of new board members
- d.) Maintaining regular contact with the Board of Directors and being available as needed
- e.) Fulfill the roles and responsibilities of the Treasurer in the case of her inability or absence

# Onboarding Guide

## Section 6. The Vice President.

The Board Vice President is expected to provide leadership to the Digital WOSBs' Board of Directors, ensuring that DWA's Board fulfills its legal and financial obligations and individual board members fulfill their board responsibilities. The Board Vice President serves as an Executive Board Officer and is also a member of the Board of Directors and Committees and supports the Board President in her board leadership. Specific responsibilities include, but are not limited to:

- a.) Fulfill the roles and responsibilities of the Board President in the case of her inability or absence
- b.) Fulfill the roles and responsibilities of the Secretary in the case of her inability or absence
- c.) Serves on committees to support board operations
- d.) Holds members accountable for completing their tasks

## Section 7. The Secretary.

The Board Secretary is expected to establish and oversee sound practices for documentation and effective procedures for board communication. The Board Secretary serves as an Executive Board Officer and is also a member of the Board of Directors and Committees. Specific responsibilities include, but are not limited to:

- a.) Overseeing the recording and distribution of board meeting minutes
- b.) Keeping records of all official board communication (including but not limited to board meeting minutes) and official and/or legal organizational documents, such as bylaws
- c.) Ensuring bylaws, articles of incorporation, and other key documents are up-to-date and that board resolutions are integrated
- d.) Signing organizational documents as needed

## Section 8. The Treasurer.

The Board Treasurer is expected to provide financial oversight and monitor the financial health of the organization. The Treasurer serves as an Executive Board Officer and is also a member of the Board of Directors and Committees. Specific responsibilities include, but are not limited to:

- a.) Overseeing, in coordination with the Board President: The creation, presentation and monitoring of the annual budget; the timely and accurate completion of the organization's tax forms and annual audit; the creation and distribution of financial reports prior to board meetings (as is scheduled and necessary)
- b.) Presenting financial information to the board and being available for questions
- c.) Monitoring compliance with financial policies and procedures; suggesting changes and new policies as needed
- d.) Providing regular financial oversight and alerting the Board of Directors immediately if concerns arise

## Onboarding Guide

e.) Overseeing all aspects of collecting membership dues; reporting on delinquent dues f.) Overseeing, in coordination with the Board President, all bank relations including the issuance and management of Debit Cards.

## **ARTICLE IV** **BOARD OF DIRECTORS**

### **Section 1. Powers and Duties.**

Except as otherwise provided in the articles of incorporation or these bylaws, the Board shall have the general power to control and manage the affairs and property of the Alliance and shall have full power to adopt rules and regulations governing the conduct of the Alliance's affairs and actions as well as those of the Board itself. The Board shall have full authority with respect to the governance and management of the Alliance; provided, however, that the Board shall be guided at all times by the fundamental and basic purposes of the Alliance as expressed in the articles of incorporation and these bylaws, and shall not permit any part of the net earnings or capital of the Alliance to inure to the benefit of any private individual except as permitted under Section 501(c)(6) of the Internal Revenue Code of 1986, as amended, and applicable state law.

### **Section 2. Number and Roles.**

The number and roles of the Board of Directors shall be determined from time to time by resolution of the Board. The founding Board roles consist of a President, Vice President, Secretary, Treasurer, Governance and Membership Committee Chair, Marketing and Partnerships Chair, and Government Relations Chair; there should always be a minimum of four (4) Board roles at any given time (e.g., President, Vice President, Secretary, and Treasurer; also referred to as the Executive Board Officers as described in Article III).

### **Section 3. Election and Tenure.**

The members of the Board shall be elected by the members at the annual meeting of the members, which is targeted in early November each year. A call for Board nominees can begin as soon as August. Each Board member shall hold office for a minimum term of one year. A Board member shall be eligible for no more than two (2) consecutive terms. After a lapse of one year following the continuous service of one or more terms, any Board member may be re-elected to serve on the Board.

### **Section 4. Newly Created Directorships and Vacancies.**

Changes in the number of Board members must be authorized by the members, and the Board. To fill any vacancy created by an increase in Board positions must be elected by the members. Vacancies occurring in the Board for any other reason may be filled by a majority of the Board then in office, even if less than a quorum, and each Board member so chosen shall hold office until the next succeeding annual election of directors and until her successor has been elected and qualified or until her earlier resignation or removal from the Board.

### **Section 5. Removal.**

# Onboarding Guide

A director may be removed by majority vote of the Board members or the members at a meeting called for that purpose by the Board or the members, respectively, if the Board or members, as the case may be, determine that such removal is in the best interests of the Alliance.

## Section 6. Meetings.

- a.) The Board shall meet quarterly in the foundation year, prior to the meeting of the members. The Board may hold regular meetings at such other times and places as shall be designated by the Board.
- b.) Special meetings of the Board shall be held at the demand of the president or any two (2) Board members, with the time and place of such meeting to be set forth in the notice of meeting.

## Section 7. Notice of Meetings.

- c.) Notice of the time and place of each quarterly or regular meeting of the Board, and, to the extent possible, a written agenda setting forth all matters upon which action is proposed to be taken, shall be provided to each Board member by email and slack to an address provided by the Board member for that purpose, by email, by telephone, or in person, no less than seven (7) business days prior to the meeting. If a regular schedule of meetings is established by the board, and the directors are provided a copy of the schedule by mail, email, or in person, at least seven (7) days prior to the first meeting in the schedule, no further notice of such meetings is required.
- d.) Notice of a special meeting of the Board to discuss matters requiring prompt attention shall be given to each director by email, in person, or by telephone no less than twenty four (24) hours prior to the meeting. If the subject of the special meeting does not require urgent attention, notice of the meeting shall be given in the same manner as a quarterly or regular meeting of the Board.

## Section 8. Waiver of Notice.

Notice of a meeting need not be given to any Board member who submits a signed waiver of notice, whether before or after the meeting, or who attends a meeting without protesting, prior thereto or at its commencement, the lack of notice.

## Section 9. Quorum.

At all meetings of the Board, a majority of the Board members in office shall constitute a quorum for the transaction of business or any specified item of business. The President or Vice President, or designee, must be present at all Board meetings.

# Onboarding Guide

## **Section 10. Voting.**

The vote of a majority of the Board members (or the Executive Board, where applicable) present at any meeting at which a quorum is present shall be the act of the Board, except as may otherwise be specifically provided by statute or by the article of incorporation.

## **Section 11. Attendance by Electronic Means.**

Any one or more members of the Board or any committee thereof may participate in a meeting of the Board or committee by means of a conference telephone, teleconference, videoconference, or via similar communications method allowing all persons participating in the meeting to communicate with each other at the same time. Participation by such means shall constitute presence in person at a meeting.

## **Section 12. Action Without a Meeting.**

Whenever any action is required or permitted to be taken by the Board or any committee thereof, such action may be taken without a meeting if all members of the Board or the committee consent in writing to the adoption of a resolution authorizing the action.

## **Section 13. Compensation.**

Directors may, by resolution of the Board, be reasonably compensated for their service on the Board. Absent such authorization, directors shall serve without compensation. The Board may also provide by resolution that actual and necessary expenses of attendance at any meeting of the Board or any committee thereof may be reimbursed upon written request. Directors may also be paid reasonable compensation for services rendered to the Alliance in another capacity, provided that such compensation is approved by the Board.

## **Section 14. Authority and Duties.**

All Board members as between themselves and the Alliance shall have such authority and perform such duties in the management of the Alliance as may be provided in these bylaws, or, to the extent not so provided, as may be assigned by the Board.

## **Section 15. The Marketing Committee Lead.**

The Marketing Committee Lead is expected to provide marketing, branding, and communications oversight for the Digital WOSBs. The Marketing Committee Lead serves as a member of the Board of Directors. Specific responsibilities include, but are not limited to:



- a.) Overseeing the creation of Digital WOSBs' logo and brand, as well as the presentation and monitoring of the DWA's website and social media campaigns
- b.) The development of marketing materials to be shared with government and business partners
- c.) Planning and coordinating events to promote DWA mission and agenda

## **Section 16. The Governance and Membership (G&M) Committee Lead.**

The G&M Committee Lead is expected to provide governance and membership standards for the DWA. The G&M Committee Lead serves as a member of the Board of Directors. Specific responsibilities include, but are not limited to:

- a.) Establishing the process and mechanism for new membership applications to the Digital WOSBs Alliance
- b.) Maintain the list of DWA members, including potential new members
- c.) Developing the By Laws and Standard Operating Procedures (SOPs)
- d.) Overseeing the operations of the DWA to include the resources and tools (e.g., email, collaboration tools, etc) required for day-to-day execution
- e.) Create, implement, monitor, document and manage membership development plans, roster and materials for organization to recruit, retain and encourage membership
- f.) Collaborate with Committee Leads to publicize alliance presence to federal employees, industry....and increase the general public's awareness of organization, engage organization members and foster greater involvement

## **Section 17. The Government Relations Committee Lead.**

The Government Relations Committee Lead is expected to provide leadership in managing "our ask" of the government. The G&M Committee Lead serves as a member of the Board of Directors. Specific responsibilities include, but are not limited to:

- a.) Set up meetings with key government officials to share and promote DWA
- b.) Provide a list of DWA members to government officials
- c.) Identify opportunities to shape WOSB set-asides

## **ARTICLE V** **COMMITTEES**

The Board or the members shall have the power to create standing special, or honorary committees, each of which shall have such authority as the Board or the members shall by resolution provide, except that no committee shall have authority as to the following matters:

- a.) The filling of vacancies in the Board or any committee.



- b.) The fixing of compensation of the officers or directors for serving on the Board or on any committee.
- c.) The amendment or repeal of the bylaws, or the adoption of new bylaws.
- d.) The amendment or repeal of any resolution of the members or the Board.

## **ARTICLE VI**

### **CONTRACTS, CHECKS, DRAFTS AND BANK ACCOUNTS**

#### **Section 1. Expenses Generally.**

The Alliance shall adopt an annual budget, and except as provided herein or by resolution of the Board, the expenses approved as part of the budget may be incurred without further authorization by the Board. Upon authorization of the President, the Alliance is authorized to pay reasonable and necessary expenditures which are not budgeted, not to exceed the sum of \$6,000 for any one item of expense per annum, and \$100,000 in the aggregate per annum.

#### **Section 2. Execution of Contracts.**

The Board may by resolution authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Alliance and may impose such restrictions or limitations on the authority as it may in its sole discretion determine are necessary or prudent. Unless otherwise determined by the Board, the President shall have the authority to sign contracts on behalf of the Alliance with the prior approval of the Board.

#### **Section 3. Loans.**

No loans shall be contracted on behalf of the Alliance unless specifically authorized by the Board. No loan may be made to any director or officer.

#### **Section 4. Checks, Drafts, etc.**

All checks, drafts, debit cards and other orders for the payment of money out of the funds of the Alliance, and all notes or other evidences of indebtedness of the Alliance, shall be signed on behalf of the Alliance in such manner as shall from time to time be determined by resolution of the Board. The President, Vice President, and Treasurer (in that order as designated by the higher officer) will have signature authority for all checks, drafts, and other payments.

#### **Section 5. Deposits.**

All funds of the Alliance not otherwise employed shall be deposited from time to time to the credit of the Alliance in such banks, trust companies or other depositories as the Board may select.

## **Section 6. Investments.**

The funds of the Alliance may be retained in whole or in part in cash, or may be invested and reinvested from time to time in such property, real, personal or otherwise, including stocks, bonds or other securities as the Board shall determine.

## **ARTICLE VII** **INDEMNIFICATION**

The Alliance shall indemnify and save harmless any Board member or member who is made, or threatened to be made, a party to an action or proceeding against judgment, fines, amounts paid in settlements, and all reasonable expenses including attorneys' fees actually and necessarily incurred as a result of such action or proceeding or any appeal therefrom, and same may be advanced, as needed, to such officer or trustee. The preceding indemnification, etc. shall be inclusive of criminal actions or proceedings, and the termination of any such civil or criminal action or proceedings by judgment, settlement, conviction or plea of nolo contendere, or equivalent, shall not itself create any presumption that such officer or trustee did not act in good faith in the best interest of the Alliance or that he had reasonable cause to believe his conduct was unlawful.

This Alliance may underwrite the preceding provision for indemnification by purchase of appropriate insurance, to the extent that same be reasonably available.

## **ARTICLE VIII** **GENERAL**

### **Section 1. Fiscal Year.**

The fiscal year of the Alliance shall be fixed by, and may from time to time be changed, by resolution of the Board. The Fiscal Year for the Alliance will follow the calendar year and begin January 1 and end December 31 each year.

### **Section 2. Principal Office.**

The principal office of the Alliance shall be fixed by, and may from time to time be changed, by resolution of the Board.

### **Section 3. Other Offices.**



# Onboarding Guide

The Alliance may also have offices at such other places as the Board may from time to time determine or the activities of the Alliance may require.

## **Section 4. Writings.**

Whenever in these bylaws there is reference to a communication in writing, such term shall include email or transmission by other means by which the communication may be recorded and printed or saved.

## **Section 5. Compensation.**

It is the policy of the Alliance to pay no more than reasonable compensation for services rendered to the Alliance. The Board shall have sole authority to determine the reasonableness of compensation paid by the Alliance to any party.

## **Section 6. Dissolution.**

In the event of dissolution, the remaining assets of the Alliance will be distributed to one or more organizations exempt under Section 501(c)6 or Section 501(c)3 of the Internal Revenue Code or to the Federal, State or local government for purposes which are consistent with and in furtherance of the purposes of the organization.

## **ARTICLE IX** **AMENDMENTS**

Amendments to these Bylaws may only be made (a) by the affirmative vote of two-thirds of the members at any meeting of the members at which a quorum is present, provided that notice of the meeting discloses that amendment of the bylaws will be considered at the meeting, or (b) a majority vote of the Board at any regular or special meeting, provided that notice of the meeting discloses the amendment of the bylaws to be considered at the meeting.

**I CERTIFY THAT THE ADOPTION OF THESE BYLAWS WAS APPROVED BY MAJORITY VOTE OF THE BOARD OF DIRECTORS ON THE DATE SET FORTH BELOW:**

Signature:



Signature: \_\_\_\_\_



# Onboarding Guide

Signature: *Johanna Yi*

Signature: \_\_\_\_\_

Date of Adoption: 16 March 2023

