

Bylaws

Terror for a Cause, Stanwood's Haunted Experience
Effective 2025

Article I: Name, Mission, Vision, and Purpose

Section 1: Name

The name of this organization shall be Terror for a Cause, Stanwood's Haunted Experience, hereafter referred to as "the Organization."

Section 2: Mission

Terror for a Cause is a nonprofit organization dedicated to creating thrilling haunted experiences while giving back to our community. Each year, we design an immersive and spine-chilling event with a new theme, bringing people together for frightful fun. As a non-profit, we are dedicated to channeling the excitement of the Halloween season into meaningful support for local community organizations and programs. By working with community businesses and volunteers, we aim to boost the local economy, strengthen connections, and make a difference—one scream at a time.

Section 3: Vision

We envision a community where the spirit of Halloween brings people together for both thrilling entertainment and meaningful impact. Terror for a Cause strives to be a staple of the Stanwood area, offering an annual haunted house experience that not only delivers unforgettable scares but also supports local programs and organizations. Through creativity, collaboration, and charitable giving, we aim to inspire a tradition of excitement, unity, and philanthropy—proving that even in the darkest of nights, we can shine a light on hope and opportunity.

Section 4: Purpose

The purpose of the Organization is to operate a haunted house attraction for the enjoyment of the community while raising funds for charitable causes, fostering local creativity, and promoting community engagement.

Article II: Membership

Section 1: Eligibility

Membership in Terror for a Cause shall be open to any individual 16 years or older who actively supports the mission of the organization through volunteer service and participation. Members must adhere to the organization's bylaws, uphold its values, and contribute to the success of its annual haunted house and fundraising efforts.

- Complete a minimum of 10 volunteer hours per year, including time spent planning, setting up, operating, or assisting with events.

- Attend at least one general membership meeting per year to stay informed about organizational updates and initiatives.
- Remain in good standing, demonstrating respectful conduct and commitment to the organization's mission.

Section 2: Rights of Members

Members may volunteer in operations, attend meetings, and vote on key decisions. Members who meet the eligibility requirements shall have the right to vote in organizational decisions, including board elections and major policy changes. Each voting member shall have one (1) vote.

Section 3: Leadership Eligibility

Only voting members in good standing are eligible to serve on the Board of Directors or as Committee Leads

Section 4: Termination of Membership

Membership may be revoked by a majority vote of the Board of Directors if a member:

- Fails to meet the annual hour requirement.
- Engages in conduct detrimental to the organization.
- Violates the organization's policies or bylaws.

Section 4: Quorum

Members present at any membership meeting of the organization, provided 4 or more members are present, shall constitute a quorum for the transaction of business.

In the absence of a quorum the membership may not take action. In that event, any matter (excluding board member elections) brought before the membership at a meeting at which quorum is not present shall be discussed and decided by the Board of Directors.

Section 5: Participation

Members may participate in a meeting in person or through use of video or audio software/applications or similar communications equipment, so long as members participating in such meeting can hear one another.

Section 6: Meetings

There shall be at least one general annual meeting of the membership in November (usually 2nd week of November) at which the officers are elected. Such additional business or special meetings may be held alone or in conjunction with an event sponsored by the

organization as is determined by the Board of Directors or at the request of four (4) or more members in writing to the Board.

Article III: Board of Directors

Section 1: Composition

The Board shall consist of at least four (4) members, including the following officers: President, Vice President, Treasurer, and Secretary.

Section 2: Duties

President

The President shall be the principal executive officer of the organization and, subject to the control of the Board of Directors shall in general supervise and control all of the activities of the organization. The President shall be a member of the Board of Directors and, when present, shall preside at all meetings of the Board of Directors and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Board or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an exofficio member of all committees of the organization.

Vice President

The Vice-President shall be a member of the Board of Directors and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Board of Directors.

Treasurer

The Treasurer shall be a member of the Board of Directors. The Treasurer is the authorized custodian to have oversight of all funds of the organization in accordance with the organization's financial policies. The Treasurer will organize, document, and record all financial activities. The Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with the organization's tax-exempt purpose, bylaws and budget. The financial records belong to the organization and must be available to the other officers and members upon request.

(a) The Treasurer shall:

- (i) Prepare an annual budget for review by the Board of Directors, and approved by the members.
- (ii) Ensure that numbered receipts are provided for cash received by the organization.

- (iii) Ensure that all funds are timely deposited in the organization's authorized bank account(s).
- (iv) Ensure that payments and disbursements are authorized by an approved budget, or an amendment to the budget.
- (v) Present a written financial report (including income and expenditures and comparing budgeted amounts to actual year-to-date amounts), at each General Membership Meeting of the membership and at other times as requested by the Board of Directors.
- (vi) See that an annual financial review or audit, as appropriate based on budget size, is conducted and presented to the Board of Directors, General Membership, and other stakeholders.

Secretary

The Secretary shall be a member of the Board of Directors. The Secretary shall keep the minutes of the proceedings of the membership and the Board of Directors, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of meeting minutes, shall manage and keep an accurate tally of the volunteer records and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Board of Directors.

Section 3: Term Length

Board members shall serve one-year terms for a maximum of three consecutive years, renewable by a majority vote of members.

Section 4: Elections

A nominating committee composed of the current President and at least one additional officer shall begin seeking nominees in August of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Officers shall be elected at the November meeting of the organization by the members present. Officers shall assume their official duties on the last day of the current fiscal year following their election.

Section 5: Exemption from Membership Requirements for First-Year Board Members

First-Year Board Member Exemption:

In the first year following the registration of the organization as a non-profit, members of the Board of Directors shall be exempt from the standard membership requirements outlined in these bylaws.

This exemption is intended to facilitate the initial operations and governance of the organization during its founding year and to allow for the formation of a functional Board without the immediate need to meet membership criteria.

Continuing Board Membership:

Beginning in the second year of operation, all Board members must fully comply with the membership requirements as specified in these bylaws in order to continue serving on the Board.

Section 6: Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board.

Section 7: Meetings

- Regular Board meetings shall be held monthly.
- Special meetings may be called by the President or a majority of the Board.

Section 8: Quorum

A quorum for Board meetings shall be a majority of Board members.

Section 9: Distribution of Net-Profit from Annual Haunted House

Recipient Selection Process:

- Following each charitable event, the Board of Directors shall identify four (4) recipient organizations to receive a portion of the net-profits raised from the event.
- The selection of these four organizations will be made by the Board of Directors based on their alignment with the organization's mission and strategic goals.

Membership Voting:

- At the November membership meeting, the organization's members will vote to select the two (2) recipient organizations that will receive funding.
- Each member will be entitled to one (1) vote.

- The four organizations selected by the Board of Directors will be presented to the membership for voting.
- Voting will be conducted in a fair and transparent manner, with results announced at the conclusion of the vote.

Allocation of Funds:

- The top two organizations selected by the membership vote will each receive an equal share of the net-profits from the event.
- The net-profit will be divided evenly between the two recipient organizations, with each receiving fifty percent (50%) of the net-profit of funds raised, unless otherwise stipulated by the Board of Directors.

Funding Disbursement:

- Funds will be disbursed to the selected organizations as soon as practical after the vote and all necessary accounting has been completed.
- A written confirmation of the disbursement will be provided to the recipient organizations.

Article IV: Compensation for Board Members' Expertise

Section 1: General Policy on Board Member Compensation

Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and approval of at least 75% of the Board.

In special circumstances the Board may, at its discretion, approve compensation for board members in situations where specialized expertise is required and where the organization is unable to find a qualified volunteer to fulfill the necessary role.

Section 2: Conditions for Compensation

Board members may receive compensation for specific services rendered under the following conditions:

- The service or expertise being provided require a specialized skill set that is necessary for the success of the organization's mission (e.g., technical consulting, marketing, legal advice, etc.).
- The Board has made reasonable efforts to recruit a qualified volunteer for the service but has been unable to secure a volunteer with the required qualifications.

- Compensation terms, including rates and specific duties, must be reviewed and approved by the full Board of Directors prior to engaging the board member in the compensated role.
- The compensation arrangement must comply with all applicable laws and ensure that the non-profit's mission and tax-exempt status are not jeopardized.

Section 3: Compensation Limits and Transparency

The total compensation paid to any Board member shall not exceed what is reasonable for the services provided, and shall be determined based on fair market value for the relevant services. All compensation decisions shall be made with transparency and in alignment with the best interests of the organization. Any compensation paid shall be fully disclosed in the organization's financial reports.

Section 4: Documentation and Reporting

Any compensation for board members' expertise shall be documented, including the nature of the service, the compensation amount, and the approval process. This documentation shall be available for review by the Board of Directors and, as appropriate, external auditors or regulatory bodies. Compensation arrangements shall be included in the annual report to ensure transparency to stakeholders and donors.

Article V: Committees

Section 1: Establishment of Committees

The Board of Directors may establish committees as needed to support the mission and activities of the organization. Committees are designed to address specific tasks, projects, or functions that require focused attention and coordination.

The formation, scope, and purpose of each committee shall be determined by the Board, which will define the committee's responsibilities, objectives, and membership.

Section 2: Types of Committees

The following committees may be established by the Board of Directors as needed:

Design and Construction/Deconstruction Committee: Responsible for planning and overseeing the design, construction, and/or deconstruction of the haunted house. This committee may include members with an interest in design, construction, art, and related fields.

Volunteer Coordination Committee: Responsible for recruiting, training, and managing volunteers and the haunted house schedule. This committee will work to engage and retain volunteers for all aspects of the organization.

Fundraising and Sponsorship Committee: Responsible for developing and implementing strategies for fundraising, sponsorships, and partnerships. This committee will oversee fundraising events, sponsorship opportunities, and donor relations to support the financial sustainability of the organization.

Section 3: Committee Membership

Committees may consist of Board members, organization members, and/or volunteers, as deemed appropriate by the Board. Non-organization members may be appointed to committees to bring expertise or to assist in the execution of specific tasks.

Each committee will be led by a Chairperson, who will be appointed by the Board of Directors or elected by the committee members. The Chairperson will oversee committee activities and report progress back to the Board.

Section 4: Committee Authority

Committees have no independent authority to make binding decisions on behalf of the organization. All recommendations or proposals made by a committee must be presented to the Board of Directors for approval or further action.

Committees may be given specific delegated authority for certain tasks, but all significant actions, especially those involving expenditures, must be approved by the Board of Directors.

Section 5: Committee Meetings and Reporting

Committees will meet as often as necessary to fulfill their responsibilities. Meeting frequency and structure will be determined by the committee's needs and its assigned tasks.

Section 6: Dissolution of Committees

Once the work of a committee is completed, the Board of Directors may dissolve the committee. If a committee is no longer needed, the Board may vote to disband it and reallocate any remaining tasks or responsibilities to other committees or members of the organization.

Article VI: Finances

Section 1: Budget

The Board of Directors shall present to the membership at the first regular meeting of the membership after the officers have been elected, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

Section 2: Obligations

The Board of Directors may authorize any officer or officers to enter into contracts or agreements for the approved purchase of materials or services on behalf of the organization.

Section 3: Loans

No loans shall be made or taken out by the organization to its officers or members.

Section 4: Checks

All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized in writing by the Board of Directors, except that checks of \$250 or more must have the signature of at least two officers, such as the Treasurer and the President.

Checks shall bear notice of this requirement above the signature line as follows, "Two signatures required for checks in the amount of \$250 or more."

Section 5: Banking

The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Board of Directors. All deposits and disbursements shall be documented by a receipt, an invoice, or other written/electronic documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted.

If debit or credit cards are established in the name of the organization, a policy approved by the Board of Directors shall be developed and used that includes a list of the authorized

users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

Section 6: Financial Report

The Treasurer shall present a financial report at each Board meeting and membership meeting of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies. The Board of Directors shall have the report and the accounts examined annually. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee.

If the organization grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee or by Board of Directors, to perform a financial review or compilation.

A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

Section 7: Fiscal Year

The fiscal year of the organization shall be from January 1 to December 31 but may be changed by resolution of the Board of Directors.

Section 8: Ticketing and Admissions

The haunted house will charge an entry fee to participants, with ticket pricing and payment methods to be determined by the Board of Directors. Special pricing, such as family discounts or group rates, may be offered at the discretion of the Board.

Tickets may be sold in advance, at the door, or through both methods. Online ticketing options will be explored to increase accessibility and streamline the process.

Section 9: Financial Record Retention

All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows, per state law:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer's financial report/statement,	Store in corporate record book, binder, and/or	At least seven (7) years Consider keeping

annual Internal Financial Review Reports, IRS Form 990s	cloud-based software.	permanently.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile and file records on a yearly basis. Store in binder or cloud-based software.	Seven (7) Years Store w/financial records. Destroy after seven years.
Treasurer's reports (monthly)	Compile and file records on yearly basis. Store in binder or cloud-based software.	Three (3) Years Store w/ financial records. Destroy after three years.

Section 9: Approved costs

The approved costs that are covered by the organization with funds raised through individual fundraising and/or general fundraising are as follows:

- (a) Facility Rentals
- (b) Storage Units
- (c) Costumes and makeup
- (d) Props
- (e) Materials used to create props
- (f) Materials to create atmosphere (i.e. fog machines, lights, etc.)
- (g) Recurring costs (postage, po box, website, etc.) and all other general operation costs of Terror for a Cause.
- (h) Costs related to fundraising events (IE supplies, continued education, food & beverage, etc.).
- (i) Marketing and advertisement costs
- (j) Promotional merchandise
- (k) Community give-back donations

Section 10: Not approved costs

Foundation funds cannot be used to pay for the following:

- (a) Political campaigns and lobbying
- (b) Personal expenses
- (c) Personal loans and expenses
- (d) Unrelated business or activities not aligned with the mission of the organization

Section 11: Dissolution

In the event of dissolution, remaining assets shall be distributed to a charitable cause or 501(c)(3) organization as determined by the Board of Directors.

Article VII. Indemnification

Every member of the Board of Directors, member, or volunteer of the Organization may be indemnified by the Organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, member, or volunteer in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, member, or volunteer of the Organization, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Organization. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, member, or volunteer of the Organization is entitled.

Article VIII: Code of Conduct

Section 1: Safety and Compliance

The safety and well-being of participants and volunteers will be a top priority in the planning and execution of the haunted house. The event will comply with all local laws, regulations, and safety standards, including those pertaining to crowd control, fire safety, accessibility, and insurance requirements.

A designated safety officer or team will be responsible for monitoring the event and ensuring that all safety protocols are followed. This may include emergency evacuation procedures, first aid stations, and trained staff or volunteers on hand during the event.

All members and volunteers must be trained in safety procedures and emergency protocols specific to the venue of the event.

Section 2: Respectful Behavior

Board members, Organization members and volunteers will treat all individuals, including visitors, volunteers, and fellow actors, with respect and dignity.

Board members, Organization members and volunteers will maintain a welcoming and inclusive environment. Discrimination, harassment, or offensive behavior based on race, gender, sexuality, religion, or ability will not be tolerated.

Board members, Organization members and volunteers will avoid any conduct that could cause harm, discomfort, or distress to others, including unwanted physical contact or verbal abuse.

Section 3: Behavior Toward Visitors

Visitors, including children and those with disabilities, may be frightened by the experience. Organization members and volunteers will respect their boundaries and avoid causing undue distress. Volunteers will never engage in threatening, harmful, or overly aggressive behavior.

No physical contact is allowed unless pre-approved as part of an interactive experience, and even then, it must be non-threatening and clearly communicated to the visitor.

If a visitor is scared or requests to leave, volunteers and staff must assist them in a courteous and empathetic manner, ensuring their comfort and safety.

Section 4: Alcohol and Drug Policy

The consumption of alcohol, illegal drugs, or any other controlled substances is strictly prohibited during the event.

Organization members and volunteers should arrive sober and alert to ensure the safety of all participants and maintain the professionalism of the event.

Anyone under the influence of drugs or alcohol will be immediately removed from the event and may face further consequences, including permanent disqualification from future participation.

Section 5: Volunteer Responsibilities

Volunteers are expected to be punctual, reliable, and fully prepared for their assigned roles, notifying event organizers in advance if unable to attend or fulfill their duties.

Volunteers will not engage in activities that detract from the event, such as excessive chatting, using mobile phones during duties, or engaging in inappropriate behavior.

Section 6: Adherence to Event Policies

All individuals must adhere to the policies, guidelines, and instructions given by the event organizers and Board of Directors.

Failure to comply with the Code of Conduct may result in removal from the event, disqualification from future participation, and possible termination of volunteer status.

Article IX: Event Evaluation and Reporting

Following the completion of the haunted house event, the Board of Directors will conduct a thorough evaluation to assess its success, identify areas for improvement, and gather feedback from participants, volunteers, and sponsors.

Article X: Amendments

These bylaws may be amended by a two-thirds vote of the Board and ratified by a simple majority of voting members.

Article XI: Non-Discrimination Policy

The Organization shall not discriminate on the basis of race, gender, religion, age, disability, or sexual orientation in any of its activities or operations.