

KIDS IN CRISIS INTERVENTION TEAM

Prospective Board Member Application

Dear Prospective Board Member:

Thank you for your interest in being a part of something much bigger. KIC IT exists to serve those who are experiencing or nearly homelessness. Being a Board Member is much more than simply filling a seat during a monthly meeting. It means being a key component to changing the lives of those we serve. It is a true dedication to KIC IT and our mission statement. Please read this document in its entirety and complete all necessary sections. Once complete, please return the packet to:

Damon Cox, Board President

damon.cox.kicit@gmail.com

Or you may drop your packet off at the office, MWF from 9a-4p. We are located at 203 Commerce Drive, Franklin, IN 46131.

If you have questions regarding the packet, please, do not hesitate to contact me. I would be happy to answer any questions that you may have.

Regards,

Damon Cox

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|------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Board Application (pg. 1-3) | <input type="checkbox"/> Board of Directors Roles and Responsibilities (p.7) |
| <input type="checkbox"/> Code of Ethics (p. 14) | <input type="checkbox"/> Affirmative Action Policy (p. 16) |
| <input type="checkbox"/> KIC-IT Bylaws (p. 28) | <input type="checkbox"/> Anti-Discrimination Policy (p. 20) |

By signing below, I confirm that I have read and understand each of the listed documents above.

Signature

Date

Prospective Board Member Information Form

The KIC-IT Board of Directors consists of a membership of fifteen individuals which should be a diverse representation of the community and will include persons from the private sector of businesses, community groups, social service agencies, educational institutions, labor or industry within the homeless area, and the faith community.

Position Applying For:

Executive Committee Member (President, Secretary, Treasurer)

General Board Officer

Candidate Name: _____ Date of Birth: _____

Title: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Special Skills: (Examples: fundraising, finance, personnel management, law): _____

Professional Background: (Examples: for profit, non-profit sector, government): _____

Education:

Some High School

High School Graduate

Some College

Undergraduate Degree

Some Graduate

Graduate Degree

Involvement with other Affiliations:

Involvement with other "Board of Directors"

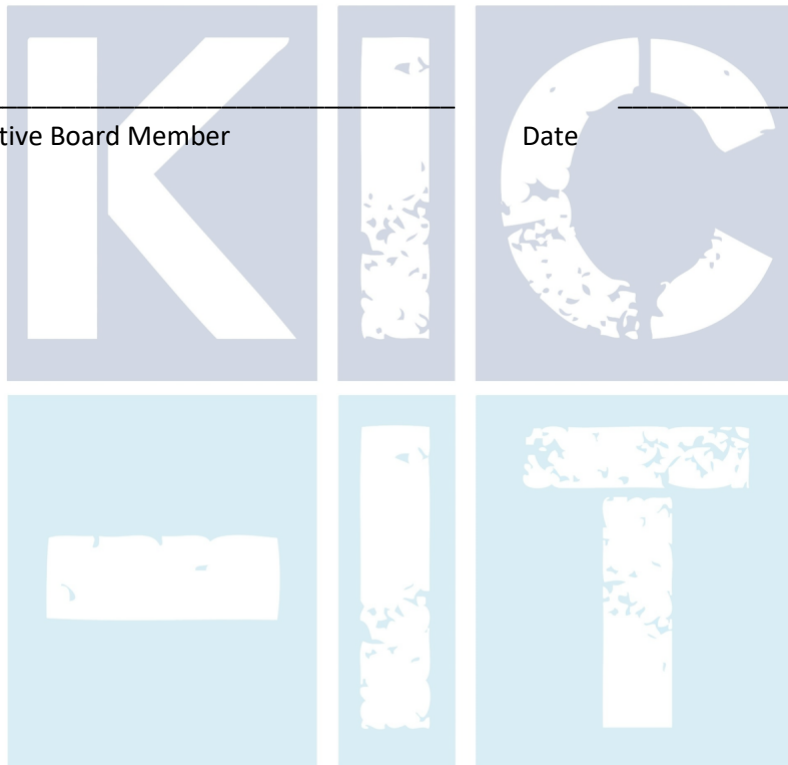
Source of Referral to the KIC IT Board of Directors:

Please Read and Sign Below:

1. I believe in the mission and vision of Kids in Crisis Intervention Team (KIC-IT) and will serve as an active advocate during my term promoting organizational stability and quality services to its clients in need
2. I wish for my name to be placed on the list for "Prospective Board Members"
3. I understand that a background check is required for all KIC-IT volunteers and confirmed Board Members

Signature of Perspective Board Member

Date



Kids in Crisis Intervention Team Board of Directors Roles and Responsibilities

1. Determine the organization's mission and purpose. It is the Board's responsibility to create a statement of mission and purpose, and to review it periodically for accuracy and validity. This statement should set out of organization's goals, means, and primary constituents served. Each board member should fully understand and support it.
2. Select the organizations Executive Director, then appoint, review, and (if necessary) dismiss the individual. The Board must also ensure that the Executive Director, who has responsibility for the administration of the organization, received the moral and professional support he or she needs to further the organizations goals.
3. Ensure effective organization planning: As a steward of the organization, the board must actively participate with the staff in an overall planning process, and assist in implementing the plan's goals. The Board should help management to develop business plans, policy objectives, business strategies, and priorities.
4. Ensure adequate resources: One of the Boards foremost responsibilities is to provide adequate resources for the organizations to fulfill its mission. The Board should work in partnership with the Executive Director and Development staff to raise funds from the community.
5. Manage resources effectively: The Board, in order to remain accountable to its donors and the public, and to safeguard its tax exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.
6. Determine, monitor, and strengthen the organization's programs and services. The Boards role in this area is to determine which program are the most consistent with an organization's mission, and to monitor their effectiveness. By constantly reviewing the organization's work, the Board ensures the organization's capacity to carry out its programs.
7. Enhance the organization's public standing: The Board is the organization's primary link to the community. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from members of the community, are important elements of a comprehensive public relations strategy.
8. Ensure legal and ethical integrity and maintain accountability: The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms. The Board must establish pertinent policies and procedures (e.g., personnel policies, grievance procedures), and adhere to provisions of the organizations bylaws and articles of incorporation.
9. Recruit and orient new Board members, and assess Board performance: The board must select new Board members and orient them to their responsibilities, and the organization's history, needs, and challenges. By evaluating its performance, the Board can recognize its achievements and determine which areas need to be improved. As the organization grows and improves, the governing Board must also evolve to meet changing needs and circumstances.

Within the larger framework of Board responsibilities, the individual Board members you have chosen must each fulfill certain obligations to the organization. Those obligations include, but are not limited to:

1. Attend all Board and Committee meetings and functions, and be prepared to participate.
2. Stay informed about Board and Committee matters; review and comment on minutes and reports.
3. Stay informed about the organization's mission, services, policies, and programs.
4. Keep up-to-date on developments in the organizations field.
5. Follow developments in the community, economy, government, etc. that may affect the organization.
6. Serve on committees and offer to take on special assignments.
7. Make a personal financial contribution to the organization and/or volunteer at the drop-in center, fundraising event and special events.
8. Participate in organizational fundraising.
9. Inform others of the organization.
10. Get to know other members; build working relationships that contributions to the work of the Board and the organization.
11. Suggest nominees to the Board who can make significant contributions to the work of the Board and the Organization.
12. Follow conflict of interest and confidentiality policies.
13. Assist the Board in carrying out its fiduciary responsibilities such as reviewing the organization's annual financial statements.
14. Provide input into strategic plan and monitor the organization's progress towards achieving established goals.
15. Advocate on behalf of the organization – directors must be prepared to promote the views of the organization in order to secure funding, legislation and other support for the organization.
16. Approve the budget.
17. Ensure compliance with regulations and accrediting bodies.
18. Participate actively in the Board's annual evaluation and planning efforts.
19. Support decisions of the Board, regardless of personal desires and/or opinions.
20. Keep discussions and reports confidential.

Board members have no individual authority separate from the Board of Directors

Besides being members of the Board, Board members may be asked to take on additional responsibilities as office holders and/or committee members.

Here are specific responsibilities associated with specific Board positions:

Board President

1. Serves as the Chief Volunteer of the organization
2. Is a partner with the Executive Director in achieving the organizations mission.
3. Provides leadership to the Board
4. Chairs meetings of the Board after developing the agenda with the Executive Director.
5. Encourages the Board's role in strategic planning.

6. Appoints committee chairs, in a consultation with other Board members.
7. Serves as Ex Officio as a member of committees, and attends their meetings when invited.
8. Discusses with the Executive Director issues of concern to the Board of the organization
9. Helps guide and mediate Board actions with respect to organizational priorities and governance.
10. Monitors financial planning and financial reports.
11. Plays a leading role in fundraising activities.
12. Formally evaluates the performance of the Executive Director; informally evaluates the effectiveness of the Board members.
13. Evaluates annually the performance of the organization in achieving its mission.

Vice President

1. Serves as successor to the Board President
2. Reports to the Board President.
3. Performs President responsibilities when the President is not available.
4. Works closely with the President and other staff.
5. Participated closely with the President and other staff.

Secretary

1. Maintains records of the Board and ensures the effective management of organization's records
2. Manages minutes of Board meetings
3. Ensured minutes distributed to members shortly after each meeting.
4. Is sufficiently familiar with legal documents (e.g. articles, by-laws, IRS letters) to note their applicability during meetings

Treasurer

1. Manages the finances of the organization
2. Administer fiscal matters of the organization.
3. Provides the annual budget to the Board for approval.
4. Ensures development and Board review of financial policies and procedures.

Board Member Agreement

I, _____, understand that as a member of the Board of Directors of KIC-IT, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. In turn, I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.
3. I will attend at least 75 percent of board meetings, committee meetings, and special events.
4. Each year, and without having to be asked, I will make a personal financial contribution at a level that is meaningful to me (of at least \$10 per month).
5. I will actively participate in one or more fundraising activities.
6. I will actively volunteer at the drop-in center a minimum of 6 times throughout 12 months.
7. I will excuse myself from discussions and votes where I have a conflict of interest.
8. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
9. I will work in good faith with staff and other board members as partners toward achievement of our goals.
10. If I don't fulfill these commitments to the organization, I will expect the board president to call me and discuss my responsibilities with me.
11. I acknowledge having received a copy of the KIC-IT Board of Directors Roles & Responsibilities, Conflict of Interest Policy, and Articles of Incorporation, and I agree to adhere to all expectations outlined therein.

Signature of Perspective Board Member

Date

Signature of Board President

Date

ETHICAL RESPONSIBILITIES TO CLIENTS

1.01 Commitment to Clients

Social workers' primary responsibility is to promote the wellbeing of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

1.02 Self-Determination

Social workers respect and promote the right of clients to self determination and assist clients in their efforts to identify and clarify their goals. Social workers may limit clients' right to self determination when, in the social workers' professional judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.

1.03 Informed Consent

(a) Social workers should provide services to clients only in the context of a professional relationship based, when appropriate, on valid informed consent. Social workers should use clear and understandable language to inform clients of the purpose of the services, risks related to the services, limits to services because of the requirements of a thirdparty payer, relevant costs, reasonable alternatives, clients' right to refuse or withdraw consent, and the time frame covered by the consent. Social workers should provide clients with an opportunity to ask questions.

(b) In instances when clients are not literate or have difficulty understanding the primary language used in the practice setting, social workers should take steps to ensure clients' comprehension. This may include providing clients with a detailed verbal explanation or arranging for a qualified interpreter or translator whenever possible.

(c) In instances when clients lack the capacity to provide informed consent, social workers should protect clients' interests by seeking permission from an appropriate third party, informing clients consistent with the clients' level of understanding. In such instances social workers should seek to ensure that the third party acts in a manner consistent with clients' wishes and interests. Social workers should take reasonable steps to enhance such clients' ability to give informed consent.

(d) In instances when clients are receiving services involuntarily, social workers should provide information about the nature and extent of services and about the extent of clients' right to refuse service.

(e) Social workers who provide services via electronic media (such as computer, telephone, radio, and television) should inform recipients of the limitations and risks associated with such services.

(f) Social workers should obtain clients' informed consent before audiotaping or videotaping clients or permitting observation of services to clients by a third party.

1.04 Competence

(a) Social workers should provide services and represent themselves as competent only within the

boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

(b) Social workers should provide services in substantive areas or use intervention techniques or approaches that are new to them only after engaging in appropriate study, training, consultation, and supervision from people who are competent in those interventions or techniques.

(c) When generally recognized standards do not exist with respect to an emerging area of practice, social workers should exercise careful judgment and take responsible steps (including appropriate education, research, training, consultation, and supervision) to ensure the competence of their work and to protect clients from harm.

1.05 Cultural Competence and Social Diversity

(a) Social workers should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.

(b) Social workers should have a knowledge base of their clients' cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups.

(c) Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

1.06 Conflicts of Interest

(a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. Social workers should inform clients when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the clients' interests primary and protects clients' interests to the greatest extent possible. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the client.

(b) Social workers should not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.

(c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client. In instances when dual or multiple relationships are unavoidable, social workers should take steps to protect clients and are responsible for setting clear, appropriate, and culturally sensitive boundaries. (Dual or multiple relationships occur when social workers relate to clients in more than one relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.)

(d) When social workers provide services to two or more people who have a relationship with each other (for example, couples, family members), social workers should clarify with all parties which individuals will be considered clients and the nature of social workers' professional obligations to the various individuals who are receiving services. Social workers who anticipate a conflict of interest among the individuals receiving

services or who anticipate having to perform in potentially conflicting roles (for example, when a social worker is asked to testify in a child custody dispute or divorce proceedings involving clients) should clarify their role with the parties involved and take appropriate action to minimize any conflict of interest.

1.07 Privacy and Confidentiality

(a) Social workers should respect clients' right to privacy. Social workers should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research. Once private information is shared, standards of confidentiality apply.

(b) Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.

(c) Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.

(d) Social workers should inform clients, to the extent possible, about the disclosure of confidential information and the potential consequences, when feasible before the disclosure is made. This applies whether social workers disclose confidential information on the basis of a legal requirement or client consent.

(e) Social workers should discuss with clients and other interested parties the nature of confidentiality and limitations of clients' right to confidentiality. Social workers should review with clients circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the social worker client relationship and as needed throughout the course of the relationship.

(f) When social workers provide counseling services to families, couples, or groups, social workers should seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Social workers should inform participants in family, couples, or group counseling that social workers cannot guarantee that all participants will honor such agreements.

(g) Social workers should inform clients involved in family, couples, marital, or group counseling of the social worker's, employer's, and agency's policy concerning the social worker's disclosure of confidential information among the parties involved in the counseling.

(h) Social workers should not disclose confidential information to third party payers unless clients have authorized such disclosure.

(i) Social workers should not discuss confidential information in any setting unless privacy can be ensured. Social workers should not discuss confidential information in public or semipublic areas such as hallways, waiting rooms, elevators, and restaurants.

(j) Social workers should protect the confidentiality of clients during legal proceedings to the extent permitted by law. When a court of law or other legally authorized body orders social workers to disclose confidential or privileged information without a client's consent and such disclosure could cause harm to the client, social workers should request that the court withdraw the order or limit the order as narrowly as possible or maintain the records under seal, unavailable for public inspection.

(k) Social workers should protect the confidentiality of clients when responding to requests from members of the media.

(l) Social workers should protect the confidentiality of clients' written and electronic records and other sensitive information. Social workers should take reasonable steps to ensure that clients' records are stored in a secure location and that clients' records are not available to others who are not authorized to have access.

(m) Social workers should take precautions to ensure and maintain the confidentiality of information transmitted to other parties through the use of computers, electronic mail, facsimile machines, telephones and telephone answering machines, and other electronic or computer technology. Disclosure of identifying information should be avoided whenever possible.

(n) Social workers should transfer or dispose of clients' records in a manner that protects clients' confidentiality and is consistent with state statutes governing records and social work licensure.

(o) Social workers should take reasonable precautions to protect client confidentiality in the event of the social worker's termination of practice, incapacitation, or death.

(p) Social workers should not disclose identifying information when discussing clients for teaching or training purposes unless the client has consented to disclosure of confidential information.

(q) Social workers should not disclose identifying information when discussing clients with consultants unless the client has consented to disclosure of confidential information or there is a compelling need for such disclosure.

(r) Social workers should protect the confidentiality of deceased clients consistent with the preceding standards.

1.08 Access to Records

(a) Social workers should provide clients with reasonable access to records concerning the clients. Social workers who are concerned that clients' access to their records could cause serious misunderstanding or harm to the client should provide assistance in interpreting the records and consultation with the client regarding the records. Social workers should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both clients' requests and the rationale for withholding some or all of the record should be documented in clients' files.

(b) When providing clients with access to their records, social workers should take steps to protect the confidentiality of other individuals identified or discussed in such records.

1.09 Sexual Relationships

(a) Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.

(b) Social workers should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the social worker and client to maintain appropriate professional boundaries. Social workers—not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship—assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.

(c) Social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. If social workers engage in conduct contrary to this prohibition or claim that an exception to this prohibition is warranted because of extraordinary circumstances, it is social workers—not their clients—who assume the full burden of demonstrating that the former client has not been exploited, coerced, or manipulated, intentionally or unintentionally.

(d) Social workers should not provide clinical services to individuals with whom they have had a prior sexual relationship. Providing clinical services to a former sexual partner has the potential to be harmful to the individual and is likely to make it difficult for the social worker and individual to maintain appropriate professional boundaries.

1.10 Physical Contact

Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients). Social workers who engage in appropriate

physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

1.11 Sexual Harassment

Social workers should not sexually harass clients. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

1.12 Derogatory Language

Social workers should not use derogatory language in their written or verbal communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

1.13 Payment for Services

(a) When setting fees, social workers should ensure that the fees are fair, reasonable, and commensurate with the services performed. Consideration should be given to clients' ability to pay.

(b) Social workers should avoid accepting goods or services from clients as payment for professional

services. Bartering arrangements, particularly involving services, create the potential for conflicts of interest, exploitation, and inappropriate boundaries in social workers' relationships with clients. Social workers should explore and may participate in bartering only in very limited circumstances when it can be demonstrated that such arrangements are an accepted practice among professionals in the local community, considered to be essential for the provision of services, negotiated without coercion, and entered into at the client's initiative and with the client's informed consent. Social workers who accept goods or services from clients as payment for professional services assume the full burden of demonstrating that this arrangement will not be detrimental to the client or the professional relationship.

(c) Social workers should not solicit a private fee or other remuneration for providing services to clients who are entitled to such available services through the social workers' employer or agency.

1.14 Clients Who Lack Decision-making Capacity

When social workers act on behalf of clients who lack the capacity to make informed decisions, social workers should take reasonable steps to safeguard the interests and rights of those clients.

1.15 Interruption of Services

Social workers should make reasonable efforts to ensure continuity of services in the event that services are interrupted by factors such as unavailability, relocation, illness, disability, or death.

1.16 Termination of Services

(a) Social workers should terminate services to clients and professional relationships with them when such services and relationships are no longer required or no longer serve the clients' needs or interests.

(b) Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary.

(c) Social workers in fee for service settings may terminate services to clients who are not paying an overdue balance if the financial contractual arrangements have been made clear to the client, if the client does not pose an imminent danger to self or others, and if the clinical and other consequences of the current nonpayment have been addressed and discussed with the client.

(d) Social workers should not terminate services to pursue a social, financial, or sexual relationship with a client.

(e) Social workers who anticipate the termination or interruption of services to clients should notify clients promptly and seek the transfer, referral, or continuation of services in relation to the clients' needs and preferences.

(f) Social workers who are leaving an employment setting should inform clients of appropriate options for the continuation of services and of the benefits and risks of the options.

Ethical Responsibilities to Clients Acknowledgement Form

All KIC-IT staff, volunteers, Board of Directors, and clients are required to sign below and return this form as a part of their application and/or participation in services. By signing below, I, _____ have read and fully understand KIC-Its Ethical Responsibilities to Clients and agree to act in accordance with the stated policy.

Signature of Perspective Board Member

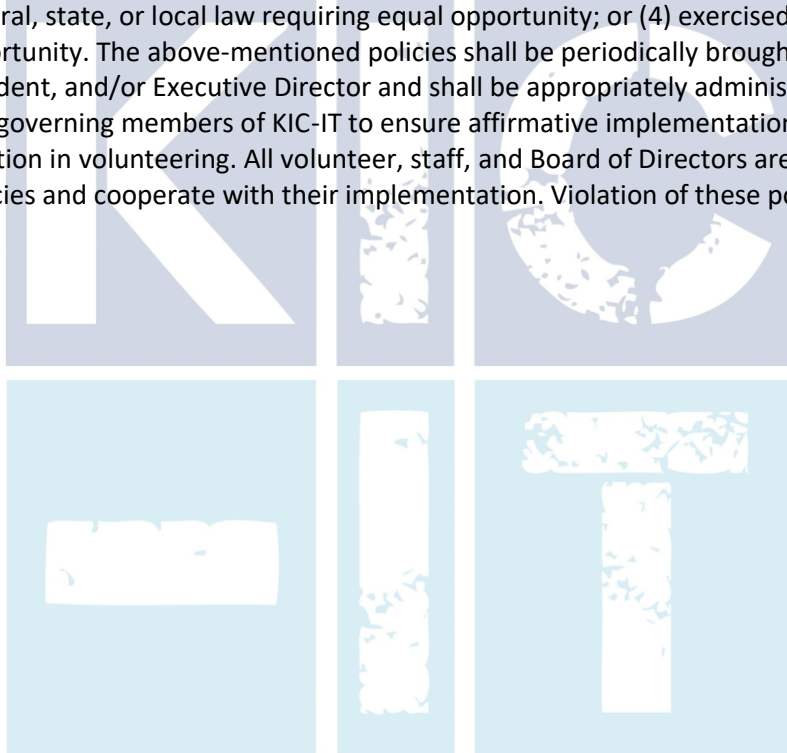
Date



Affirmative Action Policy

It is the policy of KIC-IT to provide equal employment, volunteer, staffing, Board of Director opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

As part of the company's equal employment opportunity policy, KIC-IT will also take affirmative action as called for by the applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into volunteer staff and considered for Board of Director opportunities. Volunteer, staff and Board of Directors shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or (4) exercised any other legal right requiring equal opportunity. The above-mentioned policies shall be periodically brought to the attention of President, Vice President, and/or Executive Director and shall be appropriately administered. It is the responsibility of the governing members of KIC-IT to ensure affirmative implementation of these policies to avoid any discrimination in volunteering. All volunteer, staff, and Board of Directors are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.



Affirmative Action Policy Signature Form

All KIC-IT staff, volunteers, Board of Directors, and clients are required to sign below and return this form as a part of their application and/or participation in services. By signing below, I, _____ have read and fully understand KIC-Its Affirmative Action Policy and agree to act in accordance with the stated policy.

Signature of Perspective Board Member

Date



Anti-Discrimination, Harassment, and Retaliation Policy Includes Complaint and Reporting Procedures

KIC IT is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equality and prohibits unlawful discriminatory practices, including harassment. Therefore, KIC IT expects that all relationships among persons at the Drop-In Center will be professional and free of bias, prejudice, and harassment. KIC IT has developed this policy to ensure that all staff, Board of Directors, Volunteers, and Clients can work and/or receive services in a professional atmosphere that promotes equality and prohibits unlawful discriminatory practices, including harassment. Therefore, KIC IT expects that all relationships among persons in the Drop In Center will be professional and free of bias, prejudice and harassment.

KIC IT has developed this policy to ensure that all its Board of Directors, Staff, Volunteers and clients can work in an environment free from unlawful harassment, discrimination and retaliation. KIC IT will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any volunteer or client who has questions or concerns about these policies should speak with a member of the KIC IT staff. These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from visiting the Drop In Center or any other KIC IT related social activities, events or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of KIC IT prohibit disparate treatment on the basis of sex or any other conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of any exception to them.

Equal Employment Opportunity (Volunteers)

It is the policy of KIC IT to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. KIC IT prohibits any such discrimination or harassment. This policy applies to all activities of KIC IT defined “negative discrimination” to include (but not necessarily be limited to) denial of services, employment, or volunteer opportunities to any class of individuals in a manner that negatively restricts opportunities to that class of individuals.

Retaliation

KIC IT encourages the reporting of all perceived incidents of discrimination or harassment. It is the policy of KIC IT to promptly and thoroughly investigate such reports. KIC IT prohibits retaliation against any individual who reports discrimination of such reports.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local law. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is

used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect or unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affect an individual's employment opportunities. Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated within the workplace, on company time or using company equipment by e-mail, phone, (including voice messages, text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all KIC IT staff, Board of Directors, Volunteers, and clients whether related to conduct engaged in by fellow staff, Board of Directors, volunteers, or clients or by someone not directly connected to KIC IT (e.g., an outside agency, customer, donor, volunteer, client and so on). Conduct prohibited by these policies is unacceptable at the Drop In Center and in any work-related setting outside the workplace, such as during business meetings, fundraiser, field trips, outreach, when transporting clients or social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

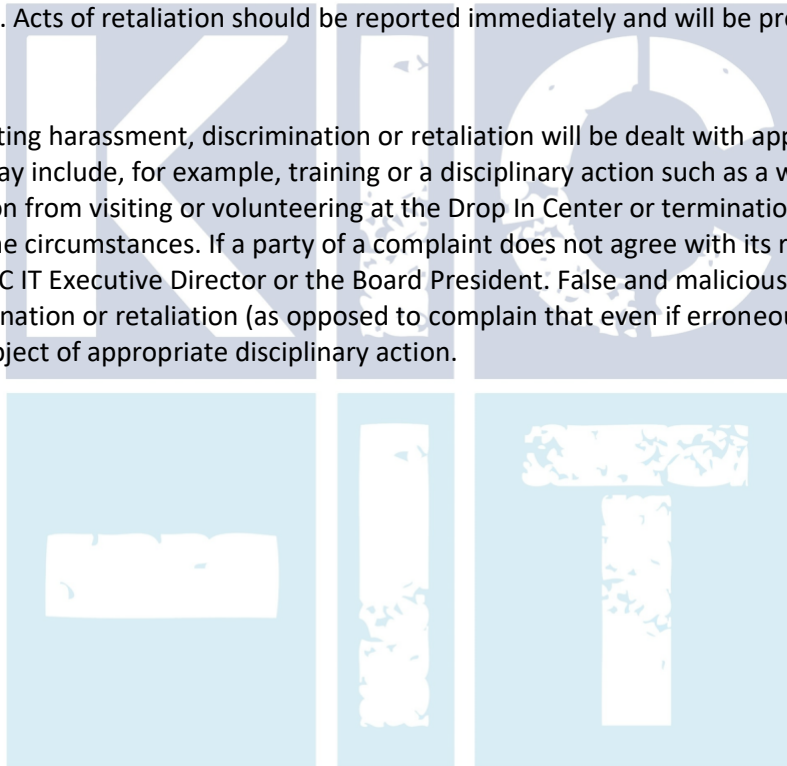
KIC IT encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should immediately discuss their concern with KIC IT staff, members of the Board or a volunteer. See the complains procedure described below. In addition, KIC IT encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. KIC IT recognizes, however that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with KIC IT Staff, members of the Board, or a volunteer. KIC IT encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have been proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.



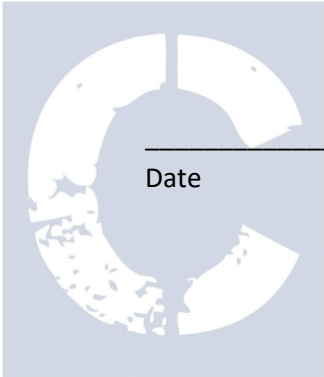


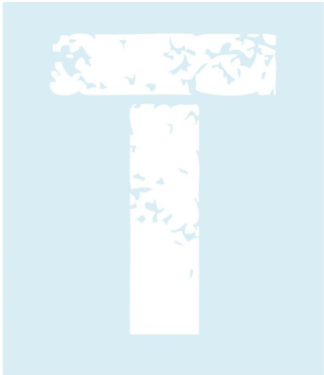
Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training or a disciplinary action such as a warning, reprimand, temporary suspension from visiting or volunteering at the Drop In Center or termination, as KIC IT believes appropriate under the circumstances. If a party of a complaint does not agree with its resolution, that party may appeal to the KIC IT Executive Director or the Board President. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.



Anti-Discrimination, Harassment, and Retaliation Policy Signature Form

All KIC IT Staff, Volunteers, Board of Directors, and Clients are required to sign below and return this form as a part of their application and/or participation in services.

By signing below, I, _____, have read and fully understand the Anti Discrimination, Harassment, and Retaliation Policy of KIC IT and agree to act in accordance with the stated policy.

Signature of Perspective Board Member _____ Date _____

AMENDED AND RESTATED BYLAWS
OF
KIDS IN CRISIS – INTERVENTION TEAM, INC.

ARTICLE I

Name The name of this corporation shall be Kids in Crisis - Intervention Team, Inc. (hereinafter the “Corporation”).

ARTICLE II
Purposes and Powers

Section 2.01 Purposes. The purposes for which the Corporation is formed are exclusively charitable and educational and consist of the following: A. The specific and primary purposes are to:

1. Provide homeless, near homeless and unaccompanied youth between the ages of 16 and 25 with goal-based service planning around measurable outcomes such as obtaining housing, employment, vocational training, education and life skills.
2. To provide ongoing support and/or connections to appropriate community resources.
3. TO provide connections to supportive and trusting adults and to a network of services.
4. To educate the community about the issues facing homeless, near homeless and unaccompanied youth.
5. To explore innovative solutions to the lack of employment and housing options in this community for homeless, near homeless and unaccompanied youth.
6. To foster the development of affordable housing for low-income individuals and families.

The general purposes and powers are to have and exercise all rights and powers conferred on corporations formed under the Act, provided, however, that the Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific and primary purposes of the Corporation.

ARTICLE III
Membership

THE CORPORATION SHALL NOT HAVE MEMBERS.

ARTICLE IV
Board of Directors

Section 4.01 Powers. The Board of Directors shall manage the property and affairs of the Corporation and shall exercise all powers of the Corporation that are not prohibited by law, by the Articles of Incorporation of the Corporation, or by these Bylaws.

Section 4.02 Number of Directors. Initially, there shall be seven (7) Directors on the Board of Directors. The

number of Directors may be changed from time to time by the Board of Directors, provided, however, that there shall never be fewer than three (3) Directors and never more than fifteen (15) Directors. A minimum of fifty-one percent (51%) of the Board of Directors shall be minorities, females, or persons with disabilities.

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Section 4.03 Election of Directors and Term of Office. The Board shall be divided into three classes, with staggered terms of service. The term for each Director in each class shall be three years. Each Director shall serve for the term for which he/she is elected or until his/her successor is elected and qualified. No Director may serve without interruption for more than two consecutive terms with the exception of any member serving as President and/or Vice President who may serve two consecutive terms in addition to their term as President and/or Vice President. If elected to a partial term, a member's service during that partial term shall not count as part of the two consecutive terms. After a one year hiatus, a previous member may serve again.

Section 4.04 Vacancies. Vacancies on the Board of Directors may be filled by vote of a majority of the Directors then in office.

Section 4.05 Resignation. Any Director may resign effective upon giving written notice to the President or the Secretary of the Board of Directors, unless the notice specifies a later time for the effectiveness of the resignation.

Section 4.06 Suspension or Removal. Any Director may be suspended or removed, with or without cause by a majority vote of the Directors then in office, provided such Director shall be given reasonable notice and an opportunity to be heard before such action is taken. Any Director that fails to attend three (3) consecutive board meetings without notifying the Secretary of the reason for such absences shall be automatically removed from the Board.

Section 4.07 Compensation. Directors shall not be entitled to compensation for their services. However, Directors may be reimbursed for reasonable expenses actually incurred in fulfillment of their obligations on behalf of the Corporation, provided that all such expenses are approved in advance by resolution of the Board of Directors.

ARTICLE V

Meetings of the Board of Directors

Section 5.01 Governance. The President, Vice-President, Secretary and Treasurer of the Corporation shall serve respectively as President, Vice-President, Secretary and Treasurer of the Board of Directors.

Section 5.02 Regular Meetings. Regular Meetings of the Board of Directors shall be held at such places and at such times as the Board shall determine. One Regular Meeting each year shall be designated by the Board as the Annual Meeting of the Board of Directors, at which time Directors and Officers of the Corporation shall be elected.

Section 5.03 Special Meetings. Special Meetings of the Board of Directors shall be held when called by the President or Vice-President or by any two (2) Directors.

Section 5.04 Notice. The corporation shall notify directors of the place, date, and time of each annual, regular, and special meetings not less than forty-eight (48) hours, or, if notice is mailed by other than first class or registered mail, thirty (30) days to sixty (60) days, before the meeting date. The corporation may provide notice by communicating in person, mail or other method of delivery, or other electronic means capable of verification. Notice of a special meeting shall include a description of the purpose for which the meeting is called.

Section 5.05 Waiver of Notice. A Director may waive a notice required by these Bylaws. Except as provided in the following paragraph, the waiver must be in writing, signed by the

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Director entitled to the notice, and filed with the minutes or the Corporation's records.

A Director's attendance at, or participation in, a meeting waives any required notice to the Director of the meeting unless the Director, at the beginning of the meeting or promptly upon the Director's arrival, objects to holding the meeting or transacting business at the meeting and does not vote for or assent to action taken at the meeting.

Section 5.06 Quorum. At any Board meeting one-half (1/2) of the elected Directors then in office shall constitute a quorum.

Section 5.07 Voting. Each Director shall have one (1) vote. When a quorum is present at any meeting, a majority of the votes cast by Directors present shall decide any question unless otherwise provided by these Bylaws.

Section 5.08. Consent Action by Directors. Any action required or permitted to be taken at any meeting of the Board of Directors or of any committee thereof may be taken without a meeting, if one (1) or more written consents describing the action taken is signed by all members of the Board of Directors or such committee, as the case may be, and such written consent is filed with the minutes of proceedings of the Board of Directors or committee or filed with the corporate records reflecting the action taken. Action taken under this Section is effective when the last Director signs the consent, unless the consent specifies a different prior or subsequent effective date.

Section 5.09 Telephonic or Electronic Participation. Directors may attend and vote in meetings of the Board of Directors using any reasonable technological medium, such as speakerphone or video-conferencing; provided however, all Directors must be able to hear the proceedings and be heard during the meeting. The Corporation has no obligation to provide Directors with the technology to exercise this right.

Section 5.10 Voting by Mail or Electronic Mail. Action taken by a mail ballot or electronic mail of the members of the Board of Directors, in which at least a majority of Directors indicate themselves in agreement, shall constitute a valid action of the Board of Directors if reported at the next regular meeting of the Board of Directors.

Officers

Section 6.01 Offices. The Officers of the Corporation shall be President, Vice-President, Secretary and Treasurer, and at its option, the Board may elect an Assistant Secretary or Assistant Treasurer. Such Assistant Secretary and Assistant Treasurer shall have such powers and duties as described in Section 6.05 and Section 6.06 respectively.

Section 6.02 Appointment, Qualifications and Term of Office. The Officers shall be elected by private ballot every year by the Board of Directors at its Annual Meeting. An Officer may succeed himself or herself in office, and there shall be no limit to the number of consecutive terms an elected Officer may serve.

Section 6.03 President. The President of the Corporation shall preside at all meetings of the Board of Directors. The President shall have such other powers and duties as the Board of Directors may assign from time to time.

Section 6.04 Vice-President. The Vice-President of the Corporation shall, in the absence of the President, perform the duties and exercise the powers of the President and shall have such other powers and duties as the President or the Board of Directors may assign from time to time.

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Section 6.05 Secretary. The Secretary of the Corporation shall have the general powers and duties usually vested in the office of Secretary of a Corporation including the powers and duties to:

- a. keep corporate records;
- b. keep minutes of meetings of the Board of Directors and the Executive Committee;
- c. provide proper notice in accordance with these Bylaws;
- d. file annual reports with the Secretary of State; and
- e. perform such other duties and exercise such other powers as the President or the Board of Directors may assign from time to time.

Section 6.06 Treasurer. The Treasurer shall have the general powers and duties usually vested in the office of the Treasurer of a Corporation including the powers and duties to:

- a. care for and deposit or cause to be cared for and deposited monies received in the name of the Corporation in banks or other depositories as directed by the Board;
- b. subject to the direction of the Board of Directors, participate in the disbursement of the monies of the Corporation;
- c. enter or cause to be entered regularly in financial books a complete and correct account of all monies, goods or services received and/or disbursed by the Corporation;
- d. file or cause to be filed any and all necessary fiscal reports with taxing authorities, including the

Internal Revenue Service, the Indiana Department of Revenue, the City or County taxing authorities, the Charity Gaming Commission and any other government agency;

e. prepare or cause to be prepared a final Audit or Report of the Corporation's financial books, records, exemptions and taxes, if any; and

f. perform such other duties and exercise such other powers the Board of Directors may assign from time to time.

Section 6.07 Removal and Resignation. An Officer may be removed, with or without cause, by the Board of Directors with a majority vote. An Officer may resign at any time by delivering written notice to a Director and it shall be effective upon delivery unless the resignation states a latter effective date.

Section 6.08 Vacancies. A vacancy on the Board of Directors, whether caused by resignation, death, incapacity, or otherwise shall be filled by action of the Board of Directors by electronic ballot or at its next duly called meeting.

ARTICLE VII Executive Director

Section 7.01 Executive Director. The Executive Director shall be an employee of the Corporation and shall be appointed by the Board of Directors. The Executive Director shall not be the same person as the President of the Board. The Board of Directors may offer the Executive Director reasonable compensation for his/her services. The Executive Director shall, subject to the direction and supervision of the Board of Directors:

- a. attend to the daily business of the Corporation;
- b. assist the Board in policy formation and strategic planning and report regularly to the Board concerning the fiscal status and operations of the Corporation;
- c. maintain the Corporation's office;
- d. supervise any additional employees of the Corporation;
- e. assist the Board in fundraising; and
- f. otherwise carry out the purposes of the Corporation.

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ARTICLE VIII Committees

Section 8.01 Committees of the Board of Directors. The Board of Directors may, by resolution adopted by a majority of the Directors then in office, designate one (1) or more committees, each of which shall consist of at least two (2) Directors.

Any committee that includes individuals who are not on the Board of Directors may not be delegated the

authority or power of the Board of Directors.

Any committee whose voting members consist only of Directors, to the extent of the powers specifically delegated in the resolution of the Board of Directors or in these Bylaws, may have all or a portion of the authority of the Board of Directors, except that no committee, regardless of Board resolution, may:

- a. elect, appoint, or remove Directors or fill vacancies on the Board of Directors or on a committee;
- b. adopt, amend or repeal the Articles of Incorporation or Bylaws or adopt new Bylaws;
- c. approve or recommend a plan of dissolution, merger, sale, pledge, or transfer of all or substantially all of the Corporation's assets; or
- d. approve any self-dealing transaction.

Section 8.02 Meetings and Actions of Committees. Meetings and actions of all committees shall be governed by and held and taken in accordance with, the provisions of Article V of these Bylaws, concerning meetings and actions of Directors, with such changes in the context of those provisions in these Bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members; provided, however, that a quorum for a meeting of a committee shall not consist of less than two (2) committee members. The time for regular meetings of committees may be determined either by resolution of the Board of Directors or by resolution of the committee. Special meetings of committees may be called by resolution of the Board of Directors. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The Board of Directors may adopt rules not inconsistent with the provision of these Bylaws for the governance of any committee.

Section 8.03 Executive Committee. Pursuant to Article VII, Section 7.01, the Board of Directors may appoint from among its members an Executive Committee consisting of the President, Vice-President, Treasurer, and Secretary of the Corporation and any other Director named by the Board. The Executive Director, if any, shall serve as a non-voting member of the Executive Committee.

The Executive Committee, unless limited in a resolution of the Board, shall have and may exercise all the authority of the Board in the management of the business and affairs of the Corporation between meetings of the Board; provided, however, that the Executive Committee shall not have the authority of the Board in reference to those matters enumerated in Article VIII, Section 8.01. The Secretary of the Corporation shall send to each Director a summary report of the business conducted at any meeting of the Executive Committee within seven (7) days of such meeting.

ARTICLE IX Records and Reports

Section 9.01 Permanent Records. The Corporation shall keep as permanent records a record of the following:

- a. minutes of meetings of the Corporation's Board of Directors;
- b. a record of actions taken by the Directors without a meeting are documented at monthly Board of Director meetings; and
- c. a record of

actions taken by committees of the Board of Directors.

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Section 9.02 Records at Principal Office. The Corporation shall keep a copy of the following records at the Corporation's principal office:

- a. the Corporation's Articles of Incorporation and all amendments thereto currently in effect;
- b. the Corporation's Bylaws and all amendments thereto currently in effect;
- c. the minutes of all meetings and records of all actions approved by the Board of Directors for the past three (3) years;
- d. a list of the names and addresses of the Corporation's current Directors and Officers; e. the Corporation's financial records
- f. the Corporation's most recent annual report delivered to the Secretary of State; and
- g. the Corporation's most recent reports delivered to the Internal Revenue Service, Indiana Department of Revenue, City and County taxing authorities, Indiana Gaming Commission and any other government agency.

ARTICLE X

Indemnification of Directors and Officers

Section 10.01 Rights of Indemnification. To the fullest extent permitted by law, this Corporation shall indemnify its Directors, Officers, employees, and agents, including persons formerly occupying any such position, and the heirs, executors and administrators of such persons, against all expenses (including attorney's fees and disbursements), judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any action, suit, or proceeding, including an action by or in the right of the Corporation, by reason of the fact that the person is or was a Director, Officer, employee or agent of this Corporation.

Section 10.02 Indemnification Not Exclusive. The foregoing rights of indemnification shall not be deemed exclusive of any other rights to which such person may be entitled apart from Article IX, Section 9.01.

Section 10.03 Insurance. The Board of Directors shall have the power to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers, Directors, employees, and other agents, against any liability asserted against or incurred by such persons in such capacity or arising out of the person's status as such.

ARTICLE XI

Contracts and Other Documents

Section 11.01 Execution of Contracts and Other Documents. Unless otherwise ordered by the Board of Directors, all written contracts and other documents entered into by the Corporation shall be executed on

behalf of the Corporation by the Executive Director and the President or one (1) other Officer of the Corporation. In the event of the President's absence, one (1) other Officer of the Corporation may sign.

Section 11.02 Checks, Drafts, Etc. All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such Officer, agent or agents of the Corporation and in such manner, as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Executive Director and the Treasurer.

Section 11.03 Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks or other depositories as the Board of Directors

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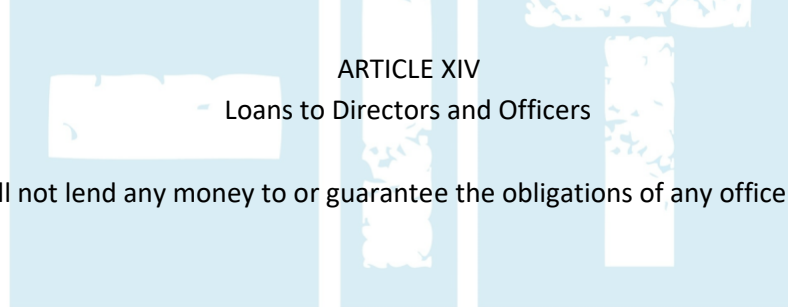


ARTICLE XII
Fiscal Year

The fiscal year of the Corporation shall run from January 1 through December 31 of each year.

ARTICLE XIII
Nondiscrimination

In carrying out its purposes and managing its affairs, the Corporation will not tolerate discrimination with regard to race, religion, national origin, sex, sexual orientation, age, disability, income or political affiliation.



ARTICLE XIV
Loans to Directors and Officers

The Corporation shall not lend any money to or guarantee the obligations of any officer or Director of the Corporation.

ARTICLE XV
Amendment of Bylaws

These Bylaws may be amended, altered, or repealed and new Bylaws may be adopted by two-thirds (2/3) of the Directors present at any Regular or Special Meeting of the Board of Directors, a quorum being assembled, provided that written notice of such meeting setting forth in detail the proposed Bylaw revisions with explanations therefore are given to the Directors not less than seven (7) days prior to such meeting.

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Bylaws Acknowledgement

By signing below, I, _____, have read and fully understand the Amended and Restated Bylaws of KIC IT.

Signature of Perspective Board Member

Date

