



TRANQUILITY BASE USA, INC.

A corporation organized pursuant to the Georgia Nonprofit Corporation Code.

BYLAWS



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ARTICLE I NAME AND INSIGNIA

1.01 Name

The name of the corporation shall be Tranquility Base USA Inc. The business of the corporation may be conducted as "Tranquility Base USA, Inc.", or "Tranquility Base USA". The name was derived from the Apollo 11 "Tranquility Base" where man first set foot on the moon in 1969, as a name signaling peace of "tranquility" and security of "base".

1.02 Insignia



The Tranquility Base USA Inc. insignia (left) is a variation on the public domain NASA Apollo 11 Mission Patch (right) of the eagle of the USA bringing an olive branch of peace to the lunar surface, so also Tranquility Base USA, Inc. brings peace to veterans of all branches of the military, first responders and healthcare workers of the USA, suffering from the ravages of Post Traumatic Stress Disorder (PTSD).



1.03 Motto

Summarizing the mission of Tranquility Base USA Inc. to provide an environment of recovery from PTSD for veterans of all branches of the military of the USA who **defend**, first responders who **protect** and healthcare workers who **heal** our nation, the Corporate Motto of Tranquility Base USA, Inc. shall be:

"Serving those who Defend, Protect, and Heal the USA"

ARTICLE II PURPOSES AND POWERS

2.01 Purpose

The corporation is organized pursuant to the Georgia Nonprofit Corporation Code.

Tranquility Base USA, Inc. is a non-profit corporation to be operated for educational and charitable service purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal Tax Code.

The purpose of Tranquility Base USA Inc. is to:

- (a) Raise the awareness through educating the public to the debilitating effects of Post Traumatic Stress Disorder (PTSD) on veterans of all branches of the military, first responders and healthcare workers of the of the United States of America(USA).
- (b) Provide an environment of recovery from PTSD for veterans of all branches of the military of the USA, first responders and healthcare workers of the USA, and their immediate family.
- (c) Be the owning/operating custodial entity of the physical property of the initial compound to be located in the Appalachian Mountains, and any future locations which might be established elsewhere.
- (d) Construct and maintain short-term use accommodations for use by veterans of all branches of the military, first responders and healthcare workers of the USA, for short-term stays while participating in local therapy programs to treat PTSD.



- (e) Give preference in selecting professionals, craftsmen, contractors, and/or suppliers, who are former or active veterans of any branches of the military of the USA, first responders or healthcare workers of the USA, in selecting professional services, and/or the construction of any building or structures on the compound, so they may participate in helping their comrades.
- (f) Develop standards and best practices for providing accommodations for use by veterans of all branches of the military of the USA, first responders and healthcare workers of the USA, and freely share those details to encourage other organizations to develop additional Tranquility Base USA locations.
- (g) Develop a network of PTSD treatment specialists in the local area of Tranquility Base USA to support recovery efforts and develop coping skills for veterans of all branches of the military of the USA, first responders and healthcare workers of the USA, and their immediate family while they obtain the hospitality of Tranquility Base USA.
- (h) Fund the development of professionals and therapies to directly address the unique needs of effective PTSD recovery.
- (i) Hold fund raising events, and sell promotional items, either directly or indirectly through license agreements for the Tranquility Base USA insignia, where the profit from such sales shall all go into the general fund, to help sustain the organizational mission of supporting veterans of all branches of the military of the USA, first responders and healthcare workers of the USA suffering with PTSD.
- (j) Provide funding to seed and/or assist external PTSD recovery programs for veterans of all branches of the military of the USA, first responders and healthcare workers of the USA in treatment programs.

2.02 Powers

The Corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the Corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the Corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

- (a) Nonprofit Legal Status. Tranquility Base USA, Inc. is a Georgia non-profit public benefit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.
- (b) Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no Director, Officer, Employee, Member, Agent, or Representative of this Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the Corporation shall inure to the benefit or be distributable to any Director, Officer, Member, or other private person, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.



- (c) Distribution Upon Dissolution. Upon termination or dissolution of Tranquility Base USA, Inc., any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of the Tranquility Base USA, Inc. hereunder shall be selected by the discretion of a majority of the managing body of the Tranquility Base USA, Inc. and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against Tranquility Base USA, Inc. by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of Georgia.

In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to this corporation, then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of Georgia to be added to the general fund.

ARTICLE III **STOCK/MEMBERSHIP/DUES**

3.01 No Stock

The Corporation shall not issue any capital stock.

3.02 Membership

The Corporation shall have three (3) classes of members: Electing Members, General Members, and Honorary Members.

Electing Members shall be those persons who have given generously of their resources (financial or non-financial), talents, time or labor in the spirit of commitment to the Corporation and its goals, mission, and programs. Only Electing Members shall have a right to vote. All initial Electing Members shall be unanimously approved by the initial Board of Directors of the Corporation ("Board") at the initial meeting of the Board.

Thereafter, a candidate for Electing Membership must be nominated by at least one Director and approved by the majority vote of the Electing Members at any annual or special meeting of the Electing Members, in order for the candidate to achieve Electing Member status.

Should all Electing Members be deceased, additional Electing Members may be nominated by the Board and elected at any annual or special meeting of the Board. Criteria to be considered by the Board in nominating and Electing Members are the candidate's merit, commitment, or service to the Corporation's past, present and future goals, mission and programs.

Electing Members may be removed and their voting rights canceled, with or without cause, by a majority vote of Electing Members at any annual or special meeting of the Electing Members.

During any period of mental incapacity, the voting rights of an Electing Member shall be suspended.



General Members shall be those persons, whether individuals or corporations, who apply for membership in the proper form, including the payment of annual dues[if any], as prescribed by the Board. General Members may opt to receive the corporate newsletter in electronic or paper form to stay informed on the operation of the Corporation. Registered guests of Tranquility Base USA, are eligible for lifetime General Membership with no dues required. General Members have no right to vote for Directors but shall be permitted to vote, in an advisory capacity, on policy issues certified by the Board from time to time as referenda.

Honorary Members shall be those persons or organizations who are deemed worthy by their deeds and conduct of being honored by the Board of Directors through designation as Honorary Members. Honorary Members shall have no right to vote.

3.03 Dues

Any dues for Members and or affiliates shall be determined by the Board of Directors

**ARTICLE IV
BOARD OF DIRECTORS**

4.01 Initial Directors

The initial Board of Directors of the Corporation shall consist of two (2) persons who are to serve as the initial Directors until the first annual meeting or until their successors are elected and qualified. The initial Directors' name and address, including street and number and zip code, are set forth below:

Name	Address
David T. Maddlone	3616 Bishop Dr, Tucker, GA 30084
Terry O. Maddlone	3616 Bishop Dr, Tucker, GA 30084

4.02 Perpetual Board of Directors

The perpetual Board of Directors shall consist of not fewer than one (1) nor more than eleven (11) Directors who shall have general charge of the affairs and any property and assets of the Corporation. It shall be the duty of the Directors to carry out the purposes and functions of the Corporation. The initial Directors named in Article IV(BOARD OF DIRECTORS), Section 01(Initial Directors) of these Bylaws, shall serve until the first annual meeting of the Board of Directors or until their successors have been elected and qualified in accordance with the Bylaws. The Directors shall be elected at all times thereafter at the annual meeting of the Electing Members of the Corporation by a vote of the Electing Members as provided for in these Bylaws of the Corporation. Directors shall serve for terms of one (1) year and may be re-elected for one (1) or more successor terms. The Directors shall have the powers and duties set forth in these Bylaws, to the extent that such powers and duties are not inconsistent with the status of the Corporation as a non-profit corporation under the provisions of the Georgia Nonprofit Corporation Code, which is exempt for federal income taxation under Section 501(c)(3) of the Internal Revenue Code.

4.03 Vacancies

The Board of Directors may fill vacancies due to the expiration of a Director's term of office, resignation, death, or removal of a Director or may appoint new Directors to fill a previously unfilled Board position, subject to the maximum number of Directors under these Bylaws.

- (a) Unexpected Vacancies. Vacancies in the Board of Directors due to resignation, death, or removal shall be filled by the Board for the balance of the term of the Director being replaced.



4.04 Removal of Directors

A Director may be removed by two-thirds (2/3) vote of the Board of Directors then in office, if:

- (a) the Director is absent and unexcused from two (2) or more meetings of the Board of Directors in a twelve-month period. The Board President is empowered to excuse Directors from attendance for a reason deemed adequate by the Board President. The President shall not have the power to excuse him/herself from the Board meeting attendance and in that case, the Board Vice President shall excuse the President, or:
- (b) for cause or no cause, if before any meeting of the Board at which a vote on removal will be made the Director in question is given electronic or written notification of the Board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the Board.

4.05 Board of Directors Meetings

- (a) Regular Meetings. The Board of Directors shall have a minimum of four (4) regular meetings each calendar year at times and places fixed by the Board. Board meetings shall be held upon four (4) days' notice by first-class mail, electronic mail, or facsimile transmission or forty-eight (48) hours notice delivered personally or by telephone. If sent by mail, facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting. The purpose of the meeting need not be specified.
- (b) Special Meetings. Special meetings of the Board may be called by the President, Vice President, Secretary, Treasurer, or any two (2) other Directors of the Board of Directors. A special meeting must be preceded by at least two (2) days notice to each Director of the date, time, and place, but not the purpose, of the meeting.
- (c) Waiver of Notice. Any Director may waive notice of any meeting, in accordance with Georgia law.

4.06 Manner of Acting

- (a) Quorum. A majority of the active Directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the Board. No business shall be considered by the Board at any meeting at which a quorum is not present.
- (b) Majority Vote. Except as otherwise required by law or by the Articles of Incorporation, the act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board.
- (c) Hung Board Decisions. On the occasion that Board of the Directors is unable to make a decision based on a tied number of votes, the President or Treasurer in the order of presence, shall have the power to swing the vote based on his/her discretion.
- (d) Participation. Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, Directors may participate in a Regular or Special Meeting through the use of any means of communication by which all Directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.



4.07 Compensation for Board Service

Directors shall receive no compensation for carrying out their duties as Directors. The Board may adopt policies providing for reasonable reimbursement of Directors for expenses incurred in conjunction with carrying out Board responsibilities, such as travel expenses to attend Board meetings.

4.08 Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided to the Corporation. Such remuneration shall be reasonable and fair to the Corporation and must be reviewed and approved in accordance with the Board Conflict of Interest policy and state law.

ARTICLE V **BOARD OFFICERS**

5.01 Board Officers

The Officers of the Corporation shall be a Board President, a Board Vice-President, a Board Secretary, a Board Treasurer, and a Chaplain, all of whom shall be chosen by and serve at the pleasure of the Board of Directors. Each Board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the Board or by direction of an officer authorized by the Board to prescribe the duties and authority of other officers. The Board may also appoint additional Vice-Presidents and such other officers as it deems expedient for the proper conduct of the business of the Corporation, each of whom shall have such authority and shall perform such duties as the Board of Directors may determine. One person may hold two or more Board offices, but no Board officer may act in more than one capacity where action of two or more officers is required.

5.02 Term of Office

Each officer shall serve a one-year term of office and may not serve more than four (4) consecutive terms of office, unless elected by a majority of the Board at the end of his/her four (4) year term, or to fill a vacancy in an officer position, each Board officer's term of office shall begin upon the adjournment of the Board meeting at which he/she is elected and shall end upon the adjournment of the Board meeting during which a successor is elected.

5.03 Removal and Resignation

The Board of Directors may remove an Officer at any time, with or without cause. Any Officer may resign at any time by giving written notice to the Corporation without prejudice to the rights, if any, of the Corporation under any contract to which the Officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

5.04 Board President

The Board President shall be the Chief Volunteer Officer of the Corporation. The Board President shall lead the Board of Directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the Board of Directors, and shall perform all other duties incidental to the office or properly required by the Board of Directors.



5.05 Board Vice President

In the absence or disability of the Board President, the ranking Board Vice-President or Board Vice-President designated by the Board of Directors shall perform the duties of the Board President. When so acting, the Board Vice-President shall have all the powers of and be subject to all the restrictions placed upon the Board President. The Board Vice-President shall have such other powers and perform such other duties prescribed for them by the Board of Directors or the Board President. The Board Vice-President shall normally accede to the office of Board President upon the completion of the Board President's term of office.

5.06 Board Secretary

The Board Secretary shall keep or cause to be kept, a book of minutes of all meetings and actions of Directors and committees of Directors. The minutes of each meeting shall state the time and place that the meeting was held, and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The Board Secretary shall cause notice to be given of all meetings of Directors and committees as required by the Bylaws. The Board Secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Board President. The Board Secretary may appoint, with approval of the Board, a Director to assist in performance of all or part of the duties of the Board Secretary.

5.07 Board Treasurer

The Board Treasurer shall be the lead Director for oversight of the financial condition and affairs of the Corporation. The Treasurer shall oversee and keep the Board informed of the financial condition of the Corporation and of audit or financial review results. In conjunction with other Directors or officers, the Board Treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the Corporation, are made available to the Board of Directors on a timely basis or as may be required by the Board of Directors. The Board Treasurer shall perform all duties properly required by the Board of Directors or the Board President. The Board Treasurer may appoint, with approval of the Board a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the Board Treasurer.

5.08 Non-Director Officer - Chaplain

The Chaplain may conduct devotional exercises at Board Meetings, and shall perform such other duties as may be assigned to him/her by the Board President or the Board of Directors, or the Members assembled.

5.09 Non-Director Officer

The Board of Directors may designate additional Officer positions of the Corporation and may appoint and assign duties to other non-director Officers of the Corporation.

5.10 Oath of Office

All officers shall, before assuming the office to which they have been elected or appointed, subscribe to the following Oath of Office:

"I, _____, do solemnly swear (or affirm) that I will faithfully execute the duties of Tranquility Base USA and that I will support, maintain, and abide by the Constitution and laws of the United States of America and the Bylaws of Tranquility Base USA, to the best of my ability, so help me God."



5.11 General Order of Business

At all Board Meetings, the regular Order of Business shall be as follows:

- Invocation
- Pledge of Allegiance
- Chaplain's opening Prayer
- Roll Call
- Minutes of the Preceding Board Meeting
- Submission of Resolutions
- Nomination of Officers
- Report of the Resolutions Committee
- Unfinished Business
- New Business
- Election of Officers
- Installation of Officers
- Adjournment

ARTICLE VI

FULL AND PART TIME EMPLOYEES COMPENSATION/OVERHEAD

6.01 Limits on Compensation

For any compensated positions, the annual compensation of highest paid full-time position, shall not exceed ten (10) times the lowest paid full-time position in total compensation, including but not limited to cash payments, wages, awards, bonuses, and/or property.

6.02 Limits on Compensation to Accomplish the Mission

In addition to Article VI(FULL AND PART TIME EMPLOYEES COMPENSATION/OVERHEAD), Section 01(Limits on Compensation) limiting total compensation of the highest paid full-time position, compensated Executive Officers of the Corporation may be asked to defer or decline all or part of their compensation in times of budget constraints or shortfalls, if full compensation of Executive Officers jeopardizes the primary mission of the Corporation as defined in Article II(PURPOSES AND POWERS), Section 01(Purpose). This provision only applies to Executive Officers, and not to paid Staff positions.

6.03 Limits on Overhead Costs

Overhead expenses not directly related to the day-to-day operations of Tranquility Base USA shall not exceed 5% of the total operating budget, while always striving for a lower percent and more efficient operations.



ARTICLE VII

COMPENSATED EXECUTIVE OFFICERS

7.01 Head Grounds Keeper

The Head Grounds Keeper shall be the chief operating officer, responsible for the day-to-day operation of the Corporation in retaining suppliers, negotiating contracts, and seeing that the mission as set forth in Article II(PURPOSES AND POWERS), Section 01(Purpose), is accomplished. The Head Grounds Keeper shall report to the Board of Directors quarterly at minimum, and/or at the request of the Board of Directors as directed. Compensation for the Head Grounds Keeper shall be set by the Board of Directors, and be subject to the special compensation limits as set forth in Article VI(FULL AND PART TIME EMPLOYEES COMPENSATION/OVERHEAD), Section 02(Limits on Compensation to Accomplish the Mission). When the Head Grounds Keeper compensated Executive position is held as a dual role by a member of the Board, that Board member shall not have voting rights in setting the compensation for the compensated position held in the dual role.

7.02 Program Director

The Program Director shall be responsible for the day-to-day direction of hospitality provided to guests and their family members through development and presentation of welcome packages to guests, coordinating the preparation of meals offered in a community setting, direction of housekeeping services, as well as the planning and direction of fund raising events with a focus on minimizing the overhead of fundraising efforts, and seeing that the mission as set forth in Article II(PURPOSES AND POWERS), Section 01(Purpose), is accomplished. Compensation for the Program Director shall be set by the Board of Directors, and be subject to the special compensation limits as set forth in Article VI(FULL AND PART TIME EMPLOYEES COMPENSATION/OVERHEAD), Section 02(Limits on Compensation to Accomplish the Mission). When the Program Director compensated executive position is held as a dual role by a member of the Board, that Board member shall not have voting rights in setting the compensation for the compensated position held in the dual role.

7.03 Head Carpenter

The Head Carpenter shall be responsible for the direction of the construction and maintenance of all buildings and infrastructure within the compound, as well as the drafting of designs and plans, or seeking contracted sources for these functions. The Head Carpenter when contracting out various functions, will establish expectations, oversee progress, and report results to the Board of Directors on a quarterly basis. Upon the completion of major projects, the Head carpenter shall provide a project summary listing any budget surplus to be return to the General Fund, or cost overruns and the associated reasons for each, and seeing that the mission as set forth in Article II(PURPOSES AND POWERS), Section 01(Purpose), is accomplished. Compensation for the Head Carpenter shall be set by the Board of Directors, and be subject to the special compensation limits as set forth in Article VI(FULL AND PART TIME EMPLOYEES COMPENSATION/OVERHEAD), Section 02(Limits on Compensation to Accomplish the Mission). When the Head Carpenter compensated executive position is held as a dual role by a member of the Board, that Board member shall not have voting rights in setting the compensation for the compensated position held in the dual role. The Head Carpenter may in times of minimal construction and maintenance needs, become a "part-time" compensated position as directed by the Board of Directors.



7.04 Additional Compensated Executive Positions

Additional compensated executive positions may be created and/or removed by the Board of Directors majority vote. Any such position shall also be subject to Article VI(FULL AND PART TIME EMPLOYEES COMPENSATION/OVERHEAD), Section 02(Limits on Compensation to Accomplish the Mission).

ARTICLE VIII **COMMITTEES**

8.01 Committees

The Board of Directors may, by the resolution adopted by a majority of the Directors then in office, designate one or more committees, each consisting of two(2) or more Directors, to serve at the pleasure of the Board. Any committee, to the extent provided in the resolution of the Board, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

- (a) take any final action on matters which also require Board Members' approval or approval of a majority of all Members;
- (b) fill vacancies on the Board of Directors of any committee which has the authority of the Board;
- (c) amend or repeal Bylaws or adopt new Bylaws;
- (d) amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or repealable;
- (e) appoint any other committees of the Board of Directors or the members of these committees;
- (f) expend corporate funds to support a nominee for Director; or
- (g) approve any transaction;
 - (i) to which the Corporation is a party and one or more Directors have a material financial interest;
 - (ii) or between the Corporation and one or more of its Directors or between the Corporation or any person in which one or more of its Directors have a material financial interest.

8.02 Meetings and Action of Committees

Meetings and action of the committees shall be governed by and held and taken in accordance with, the provisions of Article IV(BOARD OF DIRECTORS) of these Bylaws concerning meetings of the Directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members, except that 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 the committee may also be called by resolution of the Board of Directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. 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 for the governing of the committee not inconsistent with the provision of these Bylaws.



8.03 Informal Action By The Board of Directors

Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the Board of Directors to use email to approve actions, as long as a quorum of Board members gives consent.

ARTICLE IX

CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

9.01 Contracts and Other Writings

Except as otherwise provided by resolution of the Board or Board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the Corporation shall be executed on its behalf by the Treasurer or other persons to whom the Corporation has delegated authority to execute such documents in accordance with policies approved by the Board.

9.02 Checks, Drafts

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents, of the Corporation and in such manner as shall from time to time be determined by Resolution of the Board.

9.03 Deposits

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depository as the Board or a designated committee of the Board may select.

9.04 Loans

No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the Board. Such authority may be general or confined to specific instances.

9.05 Indemnification

- (a) Mandatory Indemnification. The Corporation shall indemnify a Director or former Director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a Director of the Corporation against reasonable expenses incurred by him or her in connection with the proceedings.
- (b) Permissible Indemnification. The Corporation shall indemnify a Director or former Director made a party to a proceeding because he or she is or was a Director of the Corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.
- (c) Advance for Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the Board of Directors in the specific case, upon receipt of (I) a written affirmation from the Director, Officer, Employee or Agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and (II) an undertaking by or on behalf of the Director, Officer, Employee or Agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation in these Bylaws.



- (d) Indemnification of Officers, Agents and Employees. An Executive Officer of the Corporation who is not a Director is entitled to mandatory indemnification under this article to the same extent as a Director. The Corporation may also indemnify and advance expenses to an employee or agent of the Corporation who is not a Director, consistent with Georgia Law and public policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the Board or by contract.

ARTICLE X **MISCELLANEOUS**

10.01 Books and Records

The Corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its Board of Directors, a record of all actions taken by Board of Directors without a meeting, and a record of all actions taken by committees of the Board. In addition, the Corporation shall keep a copy of the Corporation's Articles of Incorporation and Bylaws as amended to date.

10.02 Fiscal Year

The fiscal year of the Corporation shall be from January 1 to December 31 of each year.

10.03 Conflict of Interest

The Board shall adopt and periodically review a Conflict of Interest policy to protect the Corporation's interest when it is contemplating any transaction or arrangement which may benefit any Director, Officer, Employee, affiliate, or member of a committee with Board-delegated powers.

10.04 Nondiscrimination Policy

The Officers, Directors, Committee Members, Employees, and persons served by this Corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of Tranquility Base USA, Inc. not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

10.05 Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the Board of Directors then in office at a meeting of the Board, provided, however,

- (a) that no amendment shall be made to these Bylaws which would cause the Corporation to cease to qualify as an exempt corporation under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,
- (b) that an amendment does not affect the voting rights of Directors. An amendment that does affect the voting rights of Directors further requires ratification by a two-thirds (2/3) vote of a quorum of Directors at a Board meeting, and,
- (c) that all amendments be consistent with the Articles of Incorporation.



ARTICLE XI
COUNTERTERRORISM AND DUE DILIGENCE POLICY

11.01 Due Diligence Policy

In furtherance of its exemption by contributions to other organizations, domestic or foreign, Tranquility Base USA, Inc. shall stipulate how the funds will be used and shall require the recipient to provide the Corporation with detailed records and financial proof of how the funds were utilized. Although adherence and compliance with the US Department of the Treasury's publication the "Voluntary Best Practice for US. Based Charities" is not mandatory, Tranquility Base USA, Inc. willfully and voluntarily recognizes and puts to practice these guidelines and suggestions to reduce, develop, re-evaluate and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

Tranquility Base USA, Inc. shall also comply and put into practice the federal guidelines, suggestion, laws and limitation set forth by pre-existing U.S. legal requirements related to combating terrorist financing, which include, but are not limited to, various sanctions programs administered by the Office of Foreign Assets Control (OFAC) in regard to its foreign activities.

ARTICLE XII
DOCUMENT RETENTION POLICY

The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of Tranquility Base USA, Inc. records.

12.01 Documentation Policy

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, Tranquility Base USA, Inc. may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be denied primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents. Tranquility Base USA, Inc. expects all Officers, Directors, and Employees to comply fully with any published records retention or destruction policies and schedules, provided that all Officers, Directors, and Employees should note the following general exception to any stated destruction schedule: If you believe, or Tranquility Base USA, Inc. informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.



Section 3. Minimum Retention Periods for Specific Categories.

- (a) Corporate Documents. Corporate records include the Corporation's Articles of Incorporation, Bylaws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.
- (b) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the Corporation's revenues. Tax records should be retained for at least seven (7) years from the date of filing the applicable return.
- (c) Employment Records/Personnel Records. State and Federal statutes require the Corporation to keep certain recruitment, employment and personnel information. The Corporation should also keep personnel files that reflect performance reviews and any complaints brought against the Corporation or individual employees under applicable state and federal statutes. The Corporation should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven (7) years after the employee has separated from the organization.
- (d) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the Corporation's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three (3) years by the Corporation.
- (e) Press Releases/Public Filings. The Corporation should retain permanent copies of all press releases and publicly filed documents under the theory that the Corporation should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Corporation.
- (f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten (10) years.
- (g) Marketing and Sales Documents. The Corporation should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three(3) years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three (3) years beyond the life of the agreement.
- (h) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the Corporation and are protected as a trade secret where the Corporation:
- (i) derives independent economic value from the secrecy of the information; and
 - (ii) has taken affirmative steps to keep the information confidential.
- The Corporation should keep all documents designated as containing trade secret information for at least the life of the trade secret.
- (i) Contracts. Final, execution copies of all contracts entered into by the Corporation should be retained. The Corporation should retain copies of the final contracts for at least three(3) years beyond the life of the agreement, and longer in the case of publicly filed contracts.



- (j) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for three (3) years.
- (k) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven(7) years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for five (5) years. Any inventories of products, materials, and supplies and any invoices should be kept for seven (7)years.
- (l) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.
- (m) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three (3) years.

Section 4. Electronic Mail E-mail that needs to be saved should be either:

- (a) printed in hard copy and kept in the appropriate file; or
- (b) downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

ARTICLE XIII
TRANSPARENCY/ACCOUNTABILITY & DISCLOSURE OF
FINANCIAL INFORMATION TO THE GENERAL PUBLIC

13.01 Purpose

By making full and accurate information about its mission, activities, finances, and governance publicly available, Tranquility Base USA, Inc. practices and encourages transparency and accountability to the general public. This policy will:

- (a) indicate which documents and materials produced by the Corporation are presumptively open to staff and/or the public.
- (b) specify the procedures whereby the open/closed status of documents and materials can be altered.

The details of this policy are as follow:

13.02 Financial and IRS documents (The form 1023 and the form 990)

Tranquility Base USA, Inc. shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, Bylaws, Conflict of Interest policy, and financial statements to the general public for inspection free of charge.

13.03 Means and Conditions of Disclosure

Tranquility Base USA, Inc. shall make "Widely Available" the aforementioned documents on its internet website: www.tranquilitybaseusa.org to be viewed and inspected by the general public.

- (a) The documents shall be posted in a format that allows an individual using the Internet to access, download, view and print them in a manner that exactly reproduces the image of the original document filed with the IRS (except information exempt from public disclosure requirements, such as contributor lists).
- (b) The website shall clearly inform readers that the document is available and provide instructions for downloading it.



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- (c) Tranquility Base USA, Inc. shall not charge a fee for downloading the information. Documents shall not be posted in a format that would require special computer hardware or software (other than software readily available to the public free of charge).
 - (d) Tranquility Base USA, Inc. shall inform anyone requesting the information where this information can be found, including the web address. This information must be provided immediately for in-person requests and within seven(7) days for mailed requests.

13.04 IRS Annual Information Returns (Form 990)

Tranquility Base USA, Inc. shall submit the Form 990 to its Board of Directors prior to the filing of the Form 990. While neither the approval of the Form 990 or a review of the 990 is required under Federal law by the Board of Director's, the Corporation's Form 990 shall be submitted to each member of the Board of Director's via hard copy or email at least ten(10) days before the Form 990 is filed with the IRS.

13.05 Board

- (a) All Board deliberations shall be open to the public except where the Board passes a motion to make any specific portion confidential.
- (b) All Board minutes shall be open to the public once accepted by the Board, except where the Board passes a motion to make any specific portion confidential.
- (c) All papers and materials considered by the Board shall be open to the public following the meeting at which they are considered, except where the Board passes a motion to make any specific paper or material confidential.

13.06 Staff Records

- (a) All staff records shall be available for consultation by the staff member concerned or by their legal representatives.
- (b) No staff records shall be made available to any person outside the Corporation except the authorized governmental agencies.
- (c) Within the Corporation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that;
- (d) Staff records shall be made available to the Board when requested.

13.07 Donor Records

- (a) All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.
- (b) No donor records shall be made available to any other person outside the Corporation except the authorized governmental agencies.
- (c) Within the Corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that;
- (d) Donor records shall be made available to the Board when requested.



ARTICLE XIV
CODE OF ETHICS AND WHISTLEBLOWER POLICY

14.01 Purpose

Tranquility Base USA, Inc. requires and encourages Directors, Officers and Employees to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the Corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of Tranquility Base USA, Inc. to adhere to all laws and regulations that apply to the Corporation and the underlying purpose of this policy is to support the Corporation's goal of the highest ethical standards as well as legal compliance. The support of all corporate staff is necessary to achieving compliance with various laws and regulations.

14.02 Reporting Violations

If any Director, Executive Officer, or Employee reasonably believes that some policy, practice, or activity of Tranquility Base USA, Inc. is in violation of law, a written complaint must be filed by that person with the Board Vice President or the Board President.

14.03 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

14.04 Retaliation

Said person is protected from retaliation only if she/he brings the alleged unlawful activity, policy, or practice to the attention of Tranquility Base USA, Inc. and provides Tranquility Base USA, Inc. with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

Tranquility Base USA, Inc. shall not retaliate against any Director, Executive Officer, or Employee who in good faith, has made a protest or raised a complaint against some practice of Tranquility Base USA, Inc. or of another individual or entity with whom Tranquility Base USA, Inc. has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Tranquility Base USA, Inc. shall not retaliate against any Director, Executive Officer, or Employee who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Tranquility Base USA, Inc. that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

14.05 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.



14.06 Handling of Reported Violations

The Board President or Vice President shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five(5) business days. All reports shall be promptly investigated by the Board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all Directors, Executive Officers, or Employees and they shall have the opportunity to ask questions about the policy.

14.07 Responsible Expenditure of Every Penny Received

All Board Members, Executive Officers, Agents, and Employees of Tranquility Base USA involved in the allocation, commitment, and/or expenditure of funds, will always seek the maximum value in return for every penny expended. It is essential to never lose sight of how every penny donated was so given by the donor, with the intent that all of that donation no matter how large or small, go to further the mission of Tranquility Base USA as set forth in Article II(PURPOSES AND POWERS) of these Bylaws. From the child who energetically collects coins in a can, to a corporate benefactor who donates thousands of dollars, every penny of financial power entrusted to the Corporation must be received with minimum overhead of collection, and maximum return of value to the Corporate mission to serve veterans of all branches of the military of the United States of America(USA), first responders and healthcare workers of the USA, afflicted with PTSD.

ARTICLE XV
AMENDMENT OF ARTICLES OF INCORPORATION

15.01 Amendment

Any amendment to the Articles of Incorporation may be adopted by approval of two-thirds (2/3) vote by the Board of Directors.



CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of Tranquility Base USA, Inc. were approved by the Tranquility Base USA, Inc. Board of Directors on November, 1, 2021 and constitute a complete copy of the Bylaws of the Corporation.

David T. Maddlone / President and Co-Founder

Date: 15-Nov-2021

Terry O. Maddlone / Vice President and Co-Founder

Date: 15-Nov-2021