

Form **990**

**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

OMB No. 1545-0047

**2003**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

**A** For the 2003 calendar year, or tax year beginning **OCT 1, 2003** and ending **SEP 30, 2004**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input checked="" type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	Please use IRS label or print or type See Specific Instructions	<b>C</b> Name of organization <b>COMMUNITY ACTION AGENCY OF ST. LOUIS COUNTY, INC. D/B/A CAASTLC</b>		<b>D</b> Employer identification number <b>23-7037248</b>
		Number and street (or P.O. box if mail is not delivered to street address) Room/suite <b>2709 WOODSON RD</b>		<b>E</b> Telephone number <b>314-863-0015</b>
		City or town, state or country, and ZIP + 4 <b>ST LOUIS, MO 63114</b>		<b>F</b> Accounting method <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other (Specify) ▶
		* Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).		<b>H and I are not applicable to section 527 organizations.</b>

**G** Website: ▶ **WWW.CAASTLC.ORG**

**J** Organization type (check only one) ▶  501(c)(3) (insert no.)  4947(a)(1) or  527

**K** Check here  if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS; but if the organization received a Form 990 Package in the mail, it should file a return without financial data. Some states require a complete return.

**H(a)** Is this a group return for affiliates?  Yes  No  
**H(b)** If "Yes," enter number of affiliates ▶

**H(c)** Are all affiliates included? **N/A**  Yes  No (If "No," attach a list.)

**H(d)** Is this a separate return filed by an organization covered by a group ruling?  Yes  No

**I** Group Exemption Number ▶

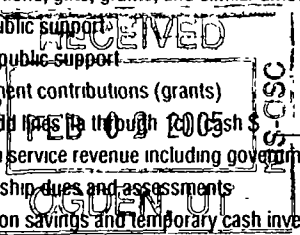
**M** Check  if the organization is not required to attach Sch. B (Form 990, 990-EZ, or 990-PF).

**L** Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12 ▶ **6,778,672.**

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances**

<b>1</b> Contributions, gifts, grants, and similar amounts received:				
<b>Revenue</b>	<b>a</b> Direct public support	<b>1a</b>	<b>7,451.</b>	
	<b>b</b> Indirect public support	<b>1b</b>		
	<b>c</b> Government contributions (grants)	<b>1c</b>	<b>6,718,136.</b>	
	<b>d</b> Total (add lines 1a through 1c) (cash \$ <b>6,725,587.</b> noncash \$ )	<b>1d</b>		<b>6,725,587.</b>
	<b>2</b> Program service revenue including government fees and contracts (from Part VII, line 93)	<b>2</b>		<b>40,563.</b>
	<b>3</b> Membership dues and assessments	<b>3</b>		
	<b>4</b> Interest on savings and temporary cash investments	<b>4</b>		<b>12,522.</b>
	<b>5</b> Dividends and interest from securities	<b>5</b>		
	<b>6 a</b> Gross rents	<b>6a</b>		
	<b>b</b> Less: rental expenses	<b>6b</b>		
	<b>c</b> Net rental income or (loss) (subtract line 6b from line 6a)	<b>6c</b>		
	<b>7</b> Other investment income (describe ▶ )	<b>7</b>		
<b>8 a</b> Gross amount from sales of assets other than inventory	(A) Securities		(B) Other	
	<b>8a</b>			
	<b>8b</b>			
<b>c</b> Gain or (loss) (attach schedule)	<b>8c</b>			
<b>d</b> Net gain or (loss) (combine line 8c, columns (A) and (B))	<b>8d</b>			
<b>9</b> Special events and activities (attach schedule). If any amount is from gaming, check here <input type="checkbox"/>				
<b>a</b> Gross revenue (not including \$ of contributions reported on line 1a)	<b>9a</b>			
<b>b</b> Less: direct expenses other than fundraising expenses	<b>9b</b>			
<b>c</b> Net income or (loss) from special events (subtract line 9b from line 9a)	<b>9c</b>			
<b>10 a</b> Gross sales of inventory, less returns and allowances	<b>10a</b>			
	<b>b</b> Less: cost of goods sold	<b>10b</b>		
	<b>c</b> Gross profit or (loss) from sales of inventory (attach schedule) (subtract line 10b from line 10a)	<b>10c</b>		
<b>11</b> Other revenue (from Part VII, line 103)	<b>11</b>			
<b>12</b> Total revenue (add lines 1d, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11)	<b>12</b>		<b>6,778,672.</b>	
<b>Expenses</b>	<b>13</b> Program services (from line 44, column (B))	<b>13</b>	<b>6,517,000.</b>	
	<b>14</b> Management and general (from line 44, column (C))	<b>14</b>	<b>362,776.</b>	
	<b>15</b> Fundraising (from line 44, column (D))	<b>15</b>	<b>13,568.</b>	
	<b>16</b> Payments to affiliates (attach schedule)	<b>16</b>		
	<b>17</b> Total expenses (add lines 16 and 44, column (A))	<b>17</b>		<b>6,893,344.</b>
<b>18</b> Excess or (deficit) for the year (subtract line 17 from line 12)	<b>18</b>		<b>-114,672.</b>	
<b>Net Assets</b>	<b>19</b> Net assets or fund balances at beginning of year (from line 73, column (A))	<b>19</b>	<b>1,268,919.</b>	
	<b>20</b> Other changes in net assets or fund balances (attach explanation)	<b>20</b>	<b>0.</b>	
	<b>21</b> Net assets or fund balances at end of year (combine lines 18, 19, and 20)	<b>21</b>		<b>1,154,247.</b>

SCANNED FEB 09 2005



*Handwritten initials/signature*

COMMUNITY ACTION AGENCY OF  
ST. LOUIS COUNTY, INC. D/B/A CAASTLC

23-7037248

**Part II Statement of Functional Expenses**

All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others.

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I		(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22	Grants and allocations (attach schedule)				
	cash \$ _____ noncash \$ _____	22			
23	Specific assistance to individuals (attach schedule)	23			
24	Benefits paid to or for members (attach schedule)	24			
25	Compensation of officers, directors, etc.	25	122,353.	24,017.	93,343.
26	Other salaries and wages	26	1,154,690.	1,009,169.	144,015.
27	Pension plan contributions	27	217,353.	168,271.	49,082.
28	Other employee benefits	28	34,678.	13,359.	21,319.
29	Payroll taxes	29	97,694.	79,039.	18,540.
30	Professional fundraising fees	30			
31	Accounting fees	31			
32	Legal fees	32			
33	Supplies	33	63,948.	53,583.	8,542.
34	Telephone	34	33,950.	33,032.	825.
35	Postage and shipping	35			
36	Occupancy	36	117,356.	116,945.	411.
37	Equipment rental and maintenance	37	89,445.	69,163.	20,282.
38	Printing and publications	38			
39	Travel	39	60,320.	47,129.	13,191.
40	Conferences, conventions, and meetings	40			
41	Interest	41			
42	Depreciation, depletion, etc. (attach schedule)	42			
43	Other expenses not covered above (itemize):				
	a _____	43a			
	b _____	43b			
	c _____	43c			
	d _____	43d			
	e <b>SEE STATEMENT 1</b>	43e	4,901,557.	4,903,293.	-6,774.
44	Total functional expenses (add lines 22 through 43) Organizations completing columns (B)-(D), carry these totals to lines 13-15	44	6,893,344.	6,517,000.	362,776.

Joint Costs. Check  if you are following SOP 98-2.

Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services?  Yes  No

If "Yes," enter (i) the aggregate amount of these joint costs \$ \_\_\_\_\_; (ii) the amount allocated to Program services \$ \_\_\_\_\_; (iii) the amount allocated to Management and general \$ \_\_\_\_\_; and (iv) the amount allocated to Fundraising \$ \_\_\_\_\_

**Part III Statement of Program Service Accomplishments**

What is the organization's primary exempt purpose? **SEE STATEMENT 2**

All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.)

**Program Service Expenses**  
(Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts, but optional for others.)

<b>a</b>	<b>UTILITY ASSISTANCE TO ELIGIBLE RECIPIENTS</b>				
			(Grants and allocations \$ _____)		4,113,221.
<b>b</b>	<b>EMERGENCY HOMELESS ASSISTANCE; INTAKE, ASSESMENT AND REFERRAL; LOCAL INITIATIVE; COODINATION RESOURCE; DEVELOPMENT TO ELIGIBLE RECIPIENTS</b>				
			(Grants and allocations \$ _____)		1,229,638.
<b>c</b>	<b>WEATHERIZATION ASSISTANCE TO LOW INCOME HOUSEHOLDS AND ELIGIBLE RECIPIENTS</b>				
			(Grants and allocations \$ _____)		865,831.
<b>d</b>	<b>HOUSING AND RENTAL ASSISTANCE TO ELIGIBLE RECIPIENTS</b>				
			(Grants and allocations \$ _____)		284,990.
<b>e</b>	Other program services (attach schedule)	<b>STATEMENT 3</b>	(Grants and allocations \$ _____)		23,320.
<b>f</b>	<b>Total of Program Service Expenses (should equal line 44, column (B), Program services)</b>				<b>6,517,000.</b>

**Part IV Balance Sheets**

Note: Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.

		(A) Beginning of year		(B) End of year	
<b>Assets</b>	45 Cash - non-interest-bearing	500.	45		
	46 Savings and temporary cash investments	714,183.	46	958,144.	
	47 a Accounts receivable	47a			
	b Less: allowance for doubtful accounts	47b	47c		
	48 a Pledges receivable	48a			
	b Less: allowance for doubtful accounts	48b	48c		
	49 Grants receivable	133,225.	49	133,949.	
	50 Receivables from officers, directors, trustees, and key employees		50		
	51 a Other notes and loans receivable	51a			
	b Less: allowance for doubtful accounts	51b	51c		
	52 Inventories for sale or use		52		
	53 Prepaid expenses and deferred charges	25,678.	53	71,924.	
	54 Investments - securities	<input type="checkbox"/> Cost <input type="checkbox"/> FMV	54		
	55 a Investments - land, buildings, and equipment basis	55a			
	b Less: accumulated depreciation	55b	55c		
56 Investments - other		56			
57 a Land, buildings, and equipment basis	57a 1,291,413.				
b Less: accumulated depreciation	57b 222,187.	1,112,335.	57c	1,069,226.	
58 Other assets (describe <b>DEPOSITS</b> )		19,593.	58	0.	
59 <b>Total assets</b> (add lines 45 through 58) (must equal line 74)		2,005,514.	59	2,233,243.	
<b>Liabilities</b>	60 Accounts payable and accrued expenses	213,312.	60	413,799.	
	61 Grants payable		61		
	62 Deferred revenue	63,030.	62	262,495.	
	63 Loans from officers, directors, trustees, and key employees		63		
	64 a Tax-exempt bond liabilities		64a		
	b Mortgages and other notes payable	460,253.	64b	402,702.	
	65 Other liabilities (describe )		65		
66 <b>Total liabilities</b> (add lines 60 through 65)		736,595.	66	1,078,996.	
<b>Net Assets or Fund Balances</b>	Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 67 through 69 and lines 73 and 74.				
	67 Unrestricted	996,098.	67	881,426.	
	68 Temporarily restricted	272,821.	68	272,821.	
	69 Permanently restricted		69		
	Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 70 through 74.				
	70 Capital stock, trust principal, or current funds		70		
	71 Paid-in or capital surplus, or land, building, and equipment fund		71		
	72 Retained earnings, endowment, accumulated income, or other funds		72		
	73 <b>Total net assets or fund balances</b> (add lines 67 through 69 or lines 70 through 72; column (A) must equal line 19; column (B) must equal line 21)		1,268,919.	73	1,154,247.
	74 <b>Total liabilities and net assets / fund balances</b> (add lines 66 and 73)		2,005,514.	74	2,233,243.

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

COMMUNITY ACTION AGENCY OF

ST. LOUIS COUNTY, INC. D/B/A CAASTLC

23-7037248

Form 990 (2003)

**Part IV-A Reconciliation of Revenue per Audited Financial Statements with Revenue per Return**

a	Total revenue, gains, and other support per audited financial statements	a	6,778,672.
b	Amounts included on line a but not on line 12, Form 990:		
(1)	Net unrealized gains on investments \$		
(2)	Donated services and use of facilities \$		
(3)	Recoveries of prior year grants \$		
(4)	Other (specify): \$		
	Add amounts on lines (1) through (4)	b	0.
c	Line a minus line b	c	6,778,672.
d	Amounts included on line 12, Form 990 but not on line a:		
(1)	Investment expenses not included on line 6b, Form 990 \$		
(2)	Other (specify): \$		
	Add amounts on lines (1) and (2)	d	0.
e	Total revenue per line 12, Form 990 (line c plus line d)	e	6,778,672.

**Part IV-B Reconciliation of Expenses per Audited Financial Statements with Expenses per Return**

a	Total expenses and losses per audited financial statements	a	6,893,344.
b	Amounts included on line a but not on line 17, Form 990:		
(1)	Donated services and use of facilities \$		
(2)	Prior year adjustments reported on line 20, Form 990 \$		
(3)	Losses reported on line 20, Form 990 \$		
(4)	Other (specify): \$		
	Add amounts on lines (1) through (4)	b	0.
c	Line a minus line b	c	6,893,344.
d	Amounts included on line 17, Form 990 but not on line a:		
(1)	Investment expenses not included on line 6b, Form 990 \$		
(2)	Other (specify): \$		
	Add amounts on lines (1) and (2)	d	0.
e	Total expenses per line 17, Form 990 (line c plus line d)	e	6,893,344.

**Part V List of Officers, Directors, Trustees, and Key Employees (List each one even if not compensated.)**

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (if not paid, enter -0-)	(D) Contributions to employee benefit plans & deferred compensation	(E) Expense account and other allowances
SEE STATEMENT 4		122,353.	1,488.	0.

75 Did any officer, director, trustee, or key employee receive aggregate compensation of more than \$100,000 from your organization and all related organizations, of which more than \$10,000 was provided by the related organizations? If "Yes," attach schedule.  Yes  No

**COMMUNITY ACTION AGENCY OF  
ST. LOUIS COUNTY, INC. D/B/A CAASTLC**

Form 990 (2003)

23-7037248

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<b>Part VI Other Information</b>		Yes	No
76	Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity	76	X
77	Were any changes made in the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes.	77	X
78 a	Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return?	78a	X
b	If "Yes," has it filed a tax return on Form 990-T for this year? <span style="float: right;">N/A</span>	78b	
79	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement	79	X
80 a	Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization?	80a	X
b	If "Yes," enter the name of the organization <span style="font-size: 2em;">▶</span> _____ and check whether it is <input type="checkbox"/> exempt or <input type="checkbox"/> nonexempt.		
81 a	Enter direct or indirect political expenditures. See line 81 instructions <span style="float: right;">81a</span> <u>0.</u>		
b	Did the organization file Form 1120-POL for this year?	81b	X
82 a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?	82a	X
b	If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions in Part III.) <span style="float: right;">82b</span> <u>N/A</u>		
83 a	Did the organization comply with the public inspection requirements for returns and exemption applications?	83a	X
b	Did the organization comply with the disclosure requirements relating to quid pro quo contributions?	83b	X
84 a	Did the organization solicit any contributions or gifts that were not tax deductible?	84a	X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? <span style="float: right;">N/A</span>	84b	
85	<b>501(c)(4), (5), or (6) organizations.</b> a Were substantially all dues nondeductible by members? <span style="float: right;">N/A</span>	85a	
b	Did the organization make only in-house lobbying expenditures of \$2,000 or less? <span style="float: right;">N/A</span> If "Yes" was answered to either 85a or 85b, do not complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.	85b	
c	Dues, assessments, and similar amounts from members <span style="float: right;">85c</span> <u>N/A</u>		
d	Section 162(e) lobbying and political expenditures <span style="float: right;">85d</span> <u>N/A</u>		
e	Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices <span style="float: right;">85e</span> <u>N/A</u>		
f	Taxable amount of lobbying and political expenditures (line 85d less 85e) <span style="float: right;">85f</span> <u>N/A</u>		
g	Does the organization elect to pay the section 6033(e) tax on the amount on line 85f? <span style="float: right;">N/A</span>	85g	
h	If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year? <span style="float: right;">N/A</span>	85h	
86	<b>501(c)(7) organizations.</b> Enter: a Initiation fees and capital contributions included on line 12 <span style="float: right;">86a</span> <u>N/A</u>		
b	Gross receipts, included on line 12, for public use of club facilities <span style="float: right;">86b</span> <u>N/A</u>		
87	<b>501(c)(12) organizations.</b> Enter: a Gross income from members or shareholders <span style="float: right;">87a</span> <u>N/A</u>		
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them ) <span style="float: right;">87b</span> <u>N/A</u>		
88	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Part IX	88	X
89 a	<b>501(c)(3) organizations.</b> Enter: Amount of tax imposed on the organization during the year under: section 4911 <span style="font-size: 2em;">▶</span> <u>0.</u> ; section 4912 <span style="font-size: 2em;">▶</span> <u>0.</u> ; section 4955 <span style="font-size: 2em;">▶</span> <u>0.</u>		
b	<b>501(c)(3) and 501(c)(4) organizations.</b> Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," attach a statement explaining each transaction	89b	X
c	Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 <span style="float: right;">▶</span> <u>0.</u>		
d	Enter: Amount of tax on line 89c, above, reimbursed by the organization <span style="float: right;">▶</span> <u>0.</u>		
90 a	List the states with which a copy of this return is filed <span style="font-size: 2em;">▶</span> <u>NONE</u>		
b	Number of employees employed in the pay period that includes March 12, 2003 <span style="float: right;">90b</span> <u>40</u>		
91	The books are in care of <span style="font-size: 2em;">▶</span> <u>THOMAS TRENN</u> Telephone no. <span style="font-size: 2em;">▶</span> <u>314-863-0015</u>		

Located at ▶ 2709 WOODSON ROAD, ST. LOUIS, MO

ZIP + 4 ▶ 63114

92 Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041- Check here ▶   
and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 92 N/A

**Part VII Analysis of Income-Producing Activities** (See page 33 of the instructions.)

Note: Enter gross amounts unless otherwise indicated

	Unrelated business income		Excluded by section 512, 513, or 514		(E) Related or exempt function income
	(A) Business code	(B) Amount	(C) Exclu- sion code	(D) Amount	
93 Program service revenue:					
a <b>LOW INCOME RENTAL INCOM</b>					20,019.
b <b>OTHER INCOME</b>					20,544.
c					
d					
e					
f Medicare/Medicaid payments					
g Fees and contracts from government agencies					
94 Membership dues and assessments					
95 Interest on savings and temporary cash investments			14	12,522.	
96 Dividends and interest from securities					
97 Net rental income or (loss) from real estate:					
a debt-financed property					
b not debt-financed property			16		
98 Net rental income or (loss) from personal property					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events					
102 Gross profit or (loss) from sales of inventory					
103 Other revenue:					
a					
b					
c					
d					
e					
104 Subtotal (add columns (B), (D), and (E))		0.		12,522.	40,563.
105 Total (add line 104, columns (B), (D), and (E))					53,085.

Note: Line 105 plus line 1d, Part I, should equal the amount on line 12, Part I

**Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes** (See page 34 of the instructions.)

Line No.	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
93A	REVENUE RECEIVED IN EXCHANGE FOR PROVIDING HOUSING
93A	REVENUE RECEIVED IN EXCHANGE FOR PROVIDING HOUSING
93B	MISCELLANEOUS INCOME RECEIVED IN EXCHANGE FOR PROVIDING SERVICES TO INCOME INDIVIDUALS

**Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities** (See page 34 of the instructions.)

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
N/A	%			
	%			
	%			
	%			

**Part X Information Regarding Transfers Associated with Personal Benefit Contracts** (See page 34 of the instructions.)

- (a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?  Yes  No
- (b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?  Yes  No

Note: If "Yes" to (b), file Form 8870 and Form 4720 (see instructions).

accompanying schedules and statements, and to the best of my knowledge and belief, it is true,  
information of which preparer has any knowledge.

1-28-05  **DELSIE BOYD, TREASURER**  
Date Type or print name and title.

Date Check if Preparer's SSN or PTIN

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Organization Exempt Under Section 501(c)(3)**

(Except Private Foundation) and Section 501(e), 501(f), 501(k),  
501(n), or Section 4947(a)(1) Nonexempt Charitable Trust

**Supplementary Information-(See separate instructions.)**

▶ **MUST be completed by the above organizations and attached to their Form 990 or 990-EZ**

OMB No 1545-0047

**2003**

Name of the organization **COMMUNITY ACTION AGENCY OF ST. LOUIS COUNTY, INC. D/B/A CAASTLC** Employer identification number **23-7037248**

**Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees**  
(See page 1 of the instructions. List each one. If there are none, enter "None.")

(a) Name and address of each employee paid more than \$50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
<b>NONE</b> -----				
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Total number of other employees paid over \$50,000 ▶ <b>0</b>				

**Part II Compensation of the Five Highest Paid Independent Contractors for Professional Services**  
(See page 2 of the instructions. List each one (whether individuals or firms). If there are none, enter "None.")

(a) Name and address of each independent contractor paid more than \$50,000	(b) Type of service	(c) Compensation
<b>NONE</b> -----		
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-----		
Total number of others receiving over \$50,000 for professional services ▶ <b>0</b>		

COMMUNITY ACTION AGENCY OF

**Part III Statements About Activities** (See page 2 of the instructions.)

	Yes	No
1 During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities <b>▶</b> \$ _____ \$ _____ (Must equal amounts on line 38, Part VI-A, or line i of Part VI-B.) Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes," must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.		X
2 During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? (If the answer to any question is "Yes," attach a detailed statement explaining the transactions.)		
a Sale, exchange, or leasing of property?		X
b Lending of money or other extension of credit?		X
c Furnishing of goods, services, or facilities?		X
d Payment of compensation (or payment or reimbursement of expenses if more than \$1,000)? <b>SEE PART V, FORM 990</b>	X	
e Transfer of any part of its income or assets?		X
3 a Do you make grants for scholarships, fellowships, student loans, etc.? (If "Yes," attach an explanation of how you determine that recipients qualify to receive payments.)		X
b Do you have a section 403(b) annuity plan for your employees?		X
4 Did you maintain any separate account for participating donors where donors have the right to provide advice on the use or distribution of funds?		X

**Part IV Reason for Non-Private Foundation Status** (See pages 3 through 6 of the instructions.)

The organization is not a private foundation because it is: (Please check only ONE applicable box.)

- 5  A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).
- 6  A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)
- 7  A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).
- 8  A Federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).
- 9  A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state **▶** \_\_\_\_\_
- 10  An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the Support Schedule in Part IV-A.)
- 11a  An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the Support Schedule in Part IV-A.)
- 11b  A community trust. Section 170(b)(1)(A)(vi). (Also complete the Support Schedule in Part IV-A.)
- 12  An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the Support Schedule in Part IV-A.)
- 13  An organization that is not controlled by any disqualified persons (other than foundation managers) and supports organizations described in: (1) lines 5 through 12 above; or (2) section 501(c)(4), (5), or (6), if they meet the test of section 509(a)(2). (See section 509(a)(3).)

Provide the following information about the supported organizations. (See page 5 of the instructions.)

(a) Name(s) of supported organization(s)	(b) Line number from above

- 14  An organization organized and operated to test for public safety. Section 509(a)(4). (See page 6 of the instructions.)

COMMUNITY ACTION AGENCY OF

**Part IV-A Support Schedule** (Complete only if you checked a box on line 10, 11, or 12.) Use cash method of accounting.  
 Note: You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting

Calendar year (or fiscal year beginning in)	(a) 2002	(b) 2001	(c) 2000	(d) 1999	(e) Total
15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.)	4,784,211.	3,672,025.	4,375,626.	2,736,885.	15,568,747.
16 Membership fees received					
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc., purpose	40,411.				40,411.
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975	8,455.	7,684.	28,048.	25,854.	70,041.
19 Net income from unrelated business activities not included in line 18					
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge					
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets		7,073.	9,982.	15,939.	32,994.
23 Total of lines 15 through 22	4,833,077.	3,686,782.	4,413,656.	2,778,678.	15,712,193.
24 Line 23 minus line 17	4,792,666.	3,686,782.	4,413,656.	2,778,678.	15,671,782.
25 Enter 1% of line 23	48,331.	36,868.	44,137.	27,787.	
26 Organizations described on lines 10 or 11: a Enter 2% of amount in column (e), line 24					26a 313,436.
b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 1999 through 2002 exceeded the amount shown in line 26a. Do not file this list with your return. Enter the total of all these excess amounts					26b 0.
c Total support for section 509(a)(1) test: Enter line 24, column (e)					26c 15,671,782.
d Add: Amounts from column (e) for lines: 18 70,041. 19 _____					26d 103,035.
22 32,994. 26b _____					26e 15,568,747.
e Public support (line 26c minus line 26d total)					26f 99.3425%
f Public support percentage (line 26e (numerator) divided by line 26c (denominator))					
27 Organizations described on line 12: a For amounts included in lines 15, 16, and 17 that were received from a "disqualified person," prepare a list for your records to show the name of, and total amounts received in each year from, each "disqualified person." Do not file this list with your return. Enter the sum of such amounts for each year: N/A					
(2002) (2001) (2000) (1999)					
b For any amount included in line 17 that was received from each person (other than "disqualified persons"), prepare a list for your records to show the name of, and amount received for each year, that was more than the larger of (1) the amount on line 25 for the year or (2) \$5,000. (Include in the list organizations described in lines 5 through 11, as well as individuals.) Do not file this list with your return. After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of these differences (the excess amounts) for each year: N/A					
(2002) (2001) (2000) (1999)					
c Add: Amounts from column (e) for lines: 15 _____ 16 _____					27c N/A
17 _____ 20 _____ 21 _____					27d N/A
d Add: Line 27a total _____ and line 27b total _____					27e N/A
e Public support (line 27c total minus line 27d total)					
f Total support for section 509(a)(2) test: Enter amount on line 23, column (e)					27f N/A
g Public support percentage (line 27e (numerator) divided by line 27f (denominator))					27g N/A %
h Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator))					27h N/A %
28 Unusual Grants: For an organization described in line 10, 11, or 12 that received any unusual grants during 1999 through 2002, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. Do not file this list with your return. Do not include these grants in line 15.					NONE

**Part V Private School Questionnaire** (See page 7 of the instructions.) N/A  
**(To be completed ONLY by schools that checked the box on line 6 in Part IV)**

		Yes	No
29	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?		
30	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?		
31	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.)		
<hr/> <hr/> <hr/>			
32	Does the organization maintain the following:		
a	Records indicating the racial composition of the student body, faculty, and administrative staff?	32a	
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	32b	
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	32c	
d	Copies of all material used by the organization or on its behalf to solicit contributions? If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.)	32d	
<hr/> <hr/> <hr/>			
33	Does the organization discriminate by race in any way with respect to:		
a	Students' rights or privileges?	33a	
b	Admissions policies?	33b	
c	Employment of faculty or administrative staff?	33c	
d	Scholarships or other financial assistance?	33d	
e	Educational policies?	33e	
f	Use of facilities?	33f	
g	Athletic programs?	33g	
h	Other extracurricular activities? If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.)	33h	
<hr/> <hr/> <hr/>			
34 a	Does the organization receive any financial aid or assistance from a governmental agency?	34a	
b	Has the organization's right to such aid ever been revoked or suspended? If you answered "Yes" to either 34a or b, please explain using an attached statement.	34b	
35	Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation	35	

COMMUNITY ACTION AGENCY OF

**Part VI-A Lobbying Expenditures by Electing Public Charities** (See page 9 of the instructions.) N/A  
 (To be completed ONLY by an eligible organization that filed Form 5768)

Check  a  if the organization belongs to an affiliated group. Check  b  if you checked "a" and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)	(a) Affiliated group totals	(b) To be completed for ALL electing organizations
	N/A	
36 Total lobbying expenditures to influence public opinion (grassroots lobbying)	36	
37 Total lobbying expenditures to influence a legislative body (direct lobbying)	37	
38 Total lobbying expenditures (add lines 36 and 37)	38	
39 Other exempt purpose expenditures	39	
40 Total exempt purpose expenditures (add lines 38 and 39)	40	
41 Lobbying nontaxable amount. Enter the amount from the following table -		
If the amount on line 40 is -		
Not over \$500,000		20% of the amount on line 40
Over \$500,000 but not over \$1,000,000		\$100,000 plus 15% of the excess over \$500,000
Over \$1,000,000 but not over \$1,500,000		\$175,000 plus 10% of the excess over \$1,000,000
Over \$1,500,000 but not over \$17,000,000		\$225,000 plus 5% of the excess over \$1,500,000
Over \$17,000,000		\$1,000,000
42 Grassroots nontaxable amount (enter 25% of line 41)	42	
43 Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43	
44 Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44	

Caution: If there is an amount on either line 43 or line 44, you must file Form 4720

**4-Year Averaging Period Under Section 501(h)**

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 45 through 50 on page 11 of the instructions.)

Calendar year (or fiscal year beginning in)	Lobbying Expenditures During 4-Year Averaging Period				N/A
	(a) 2003	(b) 2002	(c) 2001	(d) 2000	(e) Total
45 Lobbying nontaxable amount					0.
46 Lobbying ceiling amount (150% of line 45(e))					0.
47 Total lobbying expenditures					0.
48 Grassroots nontaxable amount					0.
49 Grassroots ceiling amount (150% of line 48(e))					0.
50 Grassroots lobbying expenditures					0.

**Part VI-B Lobbying Activity by Nonelecting Public Charities** (For reporting only by organizations that did not complete Part VI-A) (See page 12 of the instructions.) N/A

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:	Yes	No	Amount
a Volunteers			
b Paid staff or management (Include compensation in expenses reported on lines c through h.)			
c Media advertisements			
d Mailings to members, legislators, or the public			
e Publications, or published or broadcast statements			
f Grants to other organizations for lobbying purposes			
g Direct contact with legislators, their staffs, government officials, or a legislative body			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means			
i Total lobbying expenditures (Add lines c through h.)			0.

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.



FORM 990 OTHER EXPENSES STATEMENT 1

DESCRIPTION	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT AND GENERAL	(D) FUNDRAISING
VEHICLE	2,917.	2,272.	645.	
INSURANCE	33,753.	25,194.	8,559.	
CLIENT ASSISTANCE	4,476,436.	4,528,762.	-52,326.	
MISCELLANEOUS	224,446.	215,891.	8,031.	524.
PROFESSIONAL SERVICES	148,801.	130,874.	13,463.	4,464.
PUBLIC RELATIONS	15,204.	300.	14,854.	50.
<b>TOTAL TO FM 990, LN 43</b>	<b>4,901,557.</b>	<b>4,903,293.</b>	<b>-6,774.</b>	<b>5,038.</b>

FORM 990 STATEMENT OF ORGANIZATION'S PRIMARY EXEMPT PURPOSE STATEMENT 2  
PART III

EXPLANATION

IMPACT COMMUNITY IN NEED VIA A HOST OF PROGRAMS DESIGNED TO EDUCATE AND EMPOWER PEOPLE AND ENABLE THEM TO WORK TOWARD SELF-SUFFICIENCY

FORM 990 OTHER PROGRAM SERVICES STATEMENT 3

DESCRIPTION	GRANTS AND ALLOCATIONS	EXPENSES
OTHER PROGRAMS		23,320.
<b>TOTAL TO FORM 990, PART III, LINE E</b>		<b>23,320.</b>

FORM 990

PART V - LIST OF OFFICERS, DIRECTORS,  
TRUSTEES AND KEY EMPLOYEES

STATEMENT 4

NAME AND ADDRESS	TITLE AND AVRG HRS/WK	COMPEN- SATION	EMPLOYEE BEN PLAN CONTRIB	EXPENSE ACCOUNT	
ALL CAN BE REACHED AT COMMUNITY ACTION AGENCY OF ST. LOUIS COUNTY, INC. ST. LOUIS MISSOURI			0.	0.	0.
MERLINE ANDERSON	EXECUTIVE DIRECTOR 40+	64,196.	650.		0.
THOMAS TRENN	FINANCE DIRECTOR 40+	58,157.	838.		0.
THAYER WEAVER	BOARD CHAIR 1+		0.	0.	0.
KAREN SCZEPANSKI	VICE-CHAIR 1+		0.	0.	0.
THELMA PHILLIPS	SECRETARY 1+		0.	0.	0.
MICHAEL HEPBURN	TREASURER 1+		0.	0.	0.
WILMA ABERNATHY	BOARD MEMBER 1+		0.	0.	0.
DELSIE BOYD	BOARD MEMBER 1+		0.	0.	0.
SHARON PACE	BOARD MEMBER 1+		0.	0.	0.

MICHAEL CRAYTON	BOARD MEMBER 1+	0.	0.	0.
REV E.G. SHIELDS, JR.	BOARD MEMBER 1+	0.	0.	0.
DR. ARTHUR VISOR	BOARD MEMBER 1+	0.	0.	0.
ROSE CASON	BOARD MEMBER 1+	0.	0.	0.
ROBIN SYKES-CROWDER	BOARD MEMBER 1+	0.	0.	0.
DORIS WESLEY	BOARD MEMBER 1+	0.	0.	0.
TOTALS INCLUDED ON FORM 990, PART V		122,353.	1,488.	0.

SCHEDULE A	OTHER INCOME			STATEMENT	5
DESCRIPTION	2002 AMOUNT	2001 AMOUNT	2000 AMOUNT	1999 AMOUNT	
MISCELLANEOUS	0.	7,073.	9,982.	15,939.	
TOTAL TO SCHEDULE A, LINE 22	0.	7,073.	9,982.	15,939.	



Community Action Agency of St. Louis County, Inc.  
Fed ID # 23-7037248  
9/30/2004

Statement 7 - Page 3, Line 57c

	<u>9/30/2003</u>	<u>Additions</u>	<u>Deletions</u>	<u>9/30/2004</u>
Land	\$ 131,000	\$ -	\$ -	\$ 131,000
Building, and Equipment	1,345,751	17,258	(202,595)	1,160,414
Accumulated Depreciation	(364,416)	(60,367)	202,595	(222,188)
	<u>\$ 1,112,335</u>	<u>\$ (43,109)</u>	<u>\$ -</u>	<u>\$ 1,069,226</u>

# 23-737248

**COMMUNITY ACTION AGENCY OF ST. LOUIS COUNTY, INC**  
**(d/b/a CAASTLC)**

**CORPORATE BYLAWS**

**FIFTEENTH REVISION**

**2709 Woodson Road**  
**St. Louis County, Missouri 63114**

**DATE APPROVED BY**  
**BOARD OF DIRECTORS: February \_\_, 2004**

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**FIFTEENTH REVISION****CORPORATE BYLAWS****ARTICLE I - IDENTIFICATION****SECTION 1.1****NAME**

The name of the Corporation shall be **Community Action Agency of St. Louis County, Incorporated (d/b/a CAASTLC, Inc.)**, as provided for in the Articles of Incorporation. The Corporation shall be not-for-profit, non-partisan and non-sectarian.

**SECTION 1.2****LOCATION**

The Corporation shall maintain its administrative office(s), outreach sites and any and all other offices of affiliation within the geographic area designated as St. Louis County, Missouri.

**SECTION 1.3****SEAL**

The Corporation shall maintain its Corporate Seal for use in authenticating documents where necessary. The Corporation's seal is described as follows: a circular disk with the name "**Community Action Agency of St. Louis County, Inc.**" appearing on the outer margin and the wording, "**CAASTLC, Inc.**" appearing through the center.

**SECTION 1.4****FISCAL YEAR**

The fiscal year of the Corporation shall begin on the first (1st) calendar day of October, and shall end at the close of the last calendar day of the next succeeding September.

**SECTION 1.5****TAX-EXEMPT STATUS**

The Corporation shall maintain a tax-exempt status in accordance with the laws and regulations of the Internal Revenue Service of the Federal Government.

**SECTION 1.6****REGISTERED AGENT AND OFFICE**

The Corporation shall continuously maintain in the State of Missouri a registered office and a registered agent. The registered office shall be the address of the principal administrative office in the State of Missouri, and the address of the registered office may be changed from time-to-time by the Board of Directors. The Executive Director will serve in the capacity of the registered agent.

**ARTICLE II - MISSION STATEMENT**

**THE MISSION OF THE CORPORATION:**

**The mission of Community Action Agency of St. Louis County, Inc. is to end poverty and help families who are caught in poverty.**

We are committed to helping the communities of St. Louis County prevent the conditions of poverty for future generations.

Our task is to provide individuals, families and local communities at or near the poverty level, or in crisis, with resources and support.

This will be accomplished by addressing, with dignity and respect, the requirements of the whole person, including emotional, physical, economic and educational needs. The primary service area is St. Louis County, Missouri

**ARTICLE III - POWERS AND DUTIES OF THE BOARD**

In order to carry out the mission, purposes and functions of this Corporation, as stated in these Bylaws, and in implementation of the general powers of the Corporation provided by law and the Articles of Incorporation, the powers and duties of the Board of Directors ("Board") shall include, but shall not be limited to the following:

- A. To enter into legally binding agreements with any federal, state, or local agency, or with any private funding organization for the purpose of administering programs or providing services.
- B. To employ the Executive Director of Community Action Agency of St. Louis County, Inc., as set forth in Article XI, Section 1.
- C. To determine major personnel, organization, fiscal and program policies.
- D. To determine overall program plans and priorities for Community Action Agency of St. Louis County, Inc., including provisions for evaluating program performance.
- E. To buy, purchase, acquire, hold, lease, mortgage, build, rehabilitate, sell, transfer, assign, convey or otherwise any housing and community development that may relate to or be useful in connection with any business which the Corporation is authorized to carry on.
- F. To have final approval of all programs, proposals, and budgets.
- G. To enforce compliance with all conditions of all grants received.

- H. To oversee the extent and the quality of the participation of the low-income individuals and families in the programs of Community Action Agency of St. Louis County, Inc.
- I. To determine policies, rules and procedures for the Board and to select the officers and Executive Committee of the Board.
- J. To establish a separate corporation for the development and implementation of economic ventures, real estate and/or other projects.

#### ARTICLE IV - BOARD MEMBERSHIP

##### SECTION 4.1 COMPOSITION OF BOARD OF DIRECTORS

The Board of Directors shall be comprised of fifteen (15) members. Not less than five (5) members will be from the public sector; not less than five (5) members will be from the low-income sector, and the remainder of the members will be from the private sector. All members must reside in St. Louis County, Missouri. If the number of such public sector representatives reasonably available and willing to serve on the Board is less than 1/3 of the membership of the Board, membership on the Board of appointed public officials or their representatives may be counted in meeting such 1/3 requirement.

##### SECTION 4.2 REPRESENTATIVES OF PUBLIC SECTOR

- A. The members of the Public Sector shall be St. Louis County, Missouri elected public officials holding office on the date of appointment to the board, or their duly appointed representatives.
- B. One public sector representative shall be appointed by the St. Louis County Executive. The representatives of the elected public officials shall have either general governmental responsibilities or interests in poverty-related issues. Appointment as a representative, except the appointed representative of the County Executive, is acceptable only when there are insufficient elected or appointed officials available and willing to serve on the board of Community Action Agency of St. Louis County, Inc.
- C. The public sector representatives shall have the authority to act for and represent the views of the public officials whom they represent. The public sector representatives shall have regular, on-going communication with those public officials who appointed them. Each appointee shall submit a report twice a year to the Board summarizing their interactions with their public official. This report shall include dates of meetings, topics discussed, and actions planned.

- D. When a public official is not re-elected, his/her appointed representative shall serve the remaining time of their Board term. At the end of that term, the newly elected public official shall designate their appointee to the Board.
- E. The Nominating and Board Development Committee of the Board shall keep a listing of prospective candidates and shall solicit and maintain a listing of possible volunteer board members from this sector. If requested, the committee will submit the names to the County Executive and the appropriate County Council members for consideration of appointments.

SECTION 4.3                    REPRESENTATIVES OF THE LOW-INCOME SECTOR

- A. Low-income members of the board shall be persons chosen in accordance with democratic selection procedures who are low-income St. Louis County, Missouri residents, or individuals representing organizations that serve low-income individuals or families. Representatives of low-income residents must reside in the neighborhood or community that they represent.
- B. Criteria for selection for nomination as a member shall include, but not be limited to, concern for low-income persons; community knowledge and involvement; and interest in Community Action Agency of St. Louis County, Inc., its mission, goals and objectives.

SECTION 4.4                    REPRESENTATIVES OF THE PRIVATE SECTOR

Private sector members of the Board shall be comprised of representatives of the private sector. These representatives shall be selected by the Board from private organizations. These organizations shall include, but shall not be limited to, the following categories: social service agencies, religious groups, law enforcement and educational institutions; constituencies of the poor concerned with specific problems; and private organizations within the community to include business, industry, civil rights, youth, elderly, labor organizations and interested individuals.

SECTION 4.5                    TENURE

- A. Representatives of each sector will serve for terms of two years, not to exceed a total of five (5) terms (10 years).

- B. Any member may resign at any time by giving written notice of his/her resignation to the Chairperson of the Board. A thirty (30) day notice of resignation is requested.

SECTION 4.6

COMPENSATION

The members of the Board of Directors shall receive no regular compensation for their services. However, in order to assure participation by all Board members, no matter what sector represented, Board members may be reimbursed those expenses incurred because of attending any Board meeting, Board committee meeting or special meetings of the Board. Any and all reimbursements and allowances shall be reported in the monthly fiscal report to the Board.

SECTION 4.7

PROHIBITION AGAINST NEPOTISM

It is prohibited to select or elect a Board member who has relatives working in program(s) under the jurisdiction of the Board. Nor is it permitted to hire a person for program(s) under the jurisdiction of the Board if such person has relatives on the Board. Relatives are defined as: *husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.*

SECTION 4.8

REMOVAL

Board membership may be terminated for lack of attendance or other cause by a majority vote of those in attendance at any Board meeting. Board members are required to join and participate in at least one committee of the Board in addition to their other duties as a member of the Board.

SECTION 4.9

CONFLICT OF INTEREST

A Board member shall not participate in any transaction with Community Action Agency of St. Louis County, Inc. in which the Board member has a direct or indirect interest unless the material facts of the transaction and the Board member's interest were disclosed or known to the Board and the transaction is authorized, approved, or ratified by a majority of the Board who have no direct or indirect interest in the transaction.

For purposes of this section, a Board member has an indirect interest in a transaction if either:

- i. another entity in which the Board member has a material financial interest or in which the Board member is a general partner is a party to the transaction.
- ii. another entity of which the Board member is a Director, Officer, or Trustee is a party to the transaction and the transaction is or should be considered by the Board of Directors of the Corporation.

SECTION 4.10VACANCIES

- A. There is a vacancy on the Board when a member has been notified of his/her official removal by action of the Board for cause, when a member notifies the Board of his/her resignation, when a member's term has expired, when a member is incapacitated or has died, or when a member moves outside of St. Louis County, Missouri.
- B. All vacancies shall be filled in accordance with the procedures set forth in these Bylaws and the Administrative Policy Manual. The Nominating and Board Development Committee is responsible for recommending candidates to fill vacancies. The Board shall fill all vacancies as soon as is reasonably possible.

SECTION 4.11PETITION PROCEDURES

Community agencies and representative groups of the low-income residents, which feel themselves inadequately represented on the Board, may petition to the Board for representation. Petitions or written requests shall be submitted by a duly authorized representative of said group or agency at regular scheduled meetings of the Board, and shall be reviewed by the Board by no later than the next regularly scheduled Board meeting. The Board shall provide a written response to such petition within sixty (60) days after receipt of the same.

ARTICLE V - BOARD MEETINGSSECTION 5.1QUORUM

At any meeting of the Board, the presence of a majority of the Board members shall constitute a quorum. Attendance is counted and recorded by person, telephone and/or video conferencing. Whenever a meeting has been properly announced and a quorum is in attendance, it shall be considered a properly convened and legal meeting, and shall be considered the act or acts of the full group. All regular and special meetings of the Board shall be open to the public, except that the Board shall reserve the right to retire into executive session by a vote of the majority of the group present.

SECTION 5.2SCHEDULE AND NOTICE OF MEETINGS

- A. The annual meeting shall be held in October at a time and place set by the Board for the purpose of the election of officers, to take the necessary action to seat new members and for the purpose of transacting other business as may come before the Board.

- i. If election of officers is not completed at the time of the annual meeting, the current officer(s) affected shall serve until such time as duly elected officers are seated.
  - ii. New officers shall assume their responsibilities at the end of the annual meeting.
- B. The Board shall meet in regular open session at least five (5), but not more than ten (10) other times following the annual meeting. These five (5) regular meetings shall be held on the second Monday of the months designated by the Board, at the time and place set by the Board for the convenience of the members, and the general public.
  - C. The Board shall provide in writing to all its members, notice of the meeting, meeting agenda, and the minutes of the previous meeting, at least seven (7) days in advance.
  - D. Seven (7) days notice of the meeting to the public shall be given by publishing in the appropriate newspaper(s) and posting in conspicuous places, the date, time, place and agenda of the meeting, as well as whether the meeting is open or closed.
  - E. Special meetings of the Board shall be called as needed by the Chairperson or by the Executive Committee or upon written request by at least two (2) members of the Board. Notice of special meetings must be given by telephone or letter at least five (5) days before the time of the meeting, except in the case of an emergency, and must include the time, place and purpose thereof. Action shall be limited to the specific cause or causes for which the meeting was called. At least twenty-four (24) hours public notice shall be given by prominently posting a notice of the meeting in a conspicuous place. The notice shall include the time, date, place and agenda of the meeting as well as whether the meeting is open or closed. Should exceptional circumstances present said public notice from being given, the reason(s) shall be stated in the meeting's minutes.

### SECTION 5.3

### MINUTES

- A. The Board shall keep, for each meeting, written minutes which include a record of votes on all motions. Minutes of a meeting shall be distributed to all members before the next meeting, and shall be made available to the public upon request.
- B. The Board shall also make available to the public upon request, translations of the minutes in areas where a significant portion of the poverty population does not speak English.

SECTION 5.4VOTING AND VOTING BY PROXY

- A. A simple majority of those Board members present and voting at any regular or special meeting at which a quorum is present shall be sufficient for deciding issues confronting the Board, unless otherwise provided by these Bylaws.
- B. Voting by proxy shall not be permitted at meetings of the Board or of its committees.
- C. At the discretion of the Board Chairperson, the Board members may be polled by telephone, fax, e-mail, or other written communication, to take action on an item(s) requiring expedited attention.

A vote-in-absence shall apply for both roll call voting and voice voting. Said communiqué may be in the form of a letter, mailgram, telegram, fax, e-mail, or other written communication and must be transmitted to and received by the Board Chairperson prior to said meeting.

Said communiqué, for each vote-in-absence on each action, is to contain a specific description of the action for which the vote is cast, a brief discussion or criticism (positive and/or negative) of the action before the Board and the specified vote. A vote-in-absence will not be used as a basis for determining a quorum and will be read during each specific action before the Board prior to the Board's vote.

SECTION 5.5CONDUCTING OF BUSINESS AND MEETINGS

- A. The Board Chairperson, and in his/her absence, the Vice-Chairperson, and in their absence, any member chosen by the members present, shall call the meeting of the members to order. The Secretary of the Corporation shall act as secretary of the meetings, and in his/her absence, the Chairperson may appoint an acting secretary.
- B. The Chairperson shall convene an executive session of the Board when personnel, legal, or other matters deemed to be necessary at the discretion of the Chairperson need to be discussed. The meetings shall be conducted according to "Robert's Rules of Order".
- C. The Board, by resolution properly adopted, may authorize that a regular or special meeting of the Board be held outside the geographical service area of the Corporation with the exception of the annual meeting of the Board.



other duties as this section of the Bylaws may require. In the event of a vacancy in the office of Chairperson, the Vice-Chairperson shall serve as Chairperson for the remainder of the unexpired term. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to him/her by the Chairperson or by the Board.

SECTION 7.3

SECRETARY

The Secretary of the Board and the Executive Administrative Assistant shall have joint responsibility for the custody and care of the Corporate Seal, records and minutes of the Corporation. He/she shall keep or cause to be kept a book that contains a true and complete record of the proceedings of all Board and Executive committee meetings. He/she shall attend to the giving and serving of all notices of the Corporation, shall file and take charge of all papers and documents belonging to the Corporation, and shall perform such other duties as this section of the Bylaws may require or the Board may prescribe. The Board may designate the Executive Director of the Corporation to perform part or all of the above duties.

SECTION 7.4

TREASURER

The Treasurer shall have the care, custody and safekeeping of all accounting, finances, and investments of the Corporation. He/She shall keep or cause to be kept in suitable form, detailed accounts of assets, liabilities, receipts and disbursements of the Corporation. The Treasurer shall ensure that the books are audited annually. The Treasurer shall be bonded in such an amount and with such surety as the Board may determine. The expense of the bond shall be borne by Community Action Agency of St. Louis County, Inc.

SECTION 7.5

DELEGATION OF AUTHORITY

In the event any officer is unable to execute the duties of the office to which he/she is elected, or for any other reason that the Board may deem sufficient, the Board may delegate the powers or duties of such officer to any other officer or to any member of the Board for the remainder of the fiscal year, provided a majority vote of the non-vacant seats of the Board concur therein.

**ARTICLE VIII - COMMITTEES**

SECTION 8.1

COMMITTEES AND THEIR RESPONSIBILITIES

- A. The Board of Directors may designate one or more committees consisting of three (3) or more members, which shall have and exercise the authority of the Board of Directors in the management of the Corporation. The designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual

member, of any responsibility imposed upon it or him/her by law or regulation of funding agencies. All committees shall fairly reflect the composition of the Board.

- B. The Chairperson of the Board shall appoint and remove members of standing committees and special committees, which actions are subject to approval by the Board.
- C. The Board may establish or abolish any committee at any time.
- D. The decisions and actions of any committee are subject to review by the Board of Directors, and such decisions and actions may be reversed or otherwise altered by a majority vote of the Board in any regular or special meeting.
- E. The standing committees include, but are limited to, the Executive, Finance and Asset Management, Program Planning and Evaluation, Community Relations and Development, Nominating and Board Development. Descriptions of the standing committees, with the exception of the Executive Committee, shall be set forth in the Board Administrative Policies Manual.
- F. Standing committees shall meet on a regular basis to address issues of the Corporation during the year. Staff members can be consulted, when appropriate and with the knowledge of the Executive Director, to ensure input on matters which will impact staff and the Corporation. Attendance and active participation is expected at all committee meetings by Board members.
- G. The designated Chairperson of each committee shall set and communicate an agenda for each meeting in advance and shall run the committee meetings. The Chairperson should ensure that meetings start and end on time and will assign someone to take minutes and distribute the minutes between meetings. Each committee will report on their activities and progress at Board meetings.
- H. Any additional, special or ad hoc committees created by the Board to conduct studies and make recommendations on specific problems and/or new activities, etc., will be appointed by the Chairperson, as deemed necessary, and approved by the Board.
- I. The quorum for all standing and special committees shall be one-half of the non-vacant seats on the committee.

## SECTION 8.2

### EXECUTIVE COMMITTEE

The officers of the Corporation (the Chairperson, Vice-Chairperson, Secretary and Treasurer), plus two members-at-large, shall constitute the Executive Committee. The Chairperson shall

appoint the two members-at-large, subject to Board approval, to ensure the one-third (1/3) representation each of low-income residents, private organizations and elected public officials. The Executive Committee shall be empowered to transact routine and ordinary business between meetings of the full board and shall report on the business transacted at the next meeting of the full board. All actions of the Executive Committee shall be subject to the approval by the Board.

#### ARTICLE IX - PARLIAMENTARY AUTHORITY

The Rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall prevail in all procedures for which they are applicable and in which they are not inconsistent with the Bylaws and any special Rules of Order that the Board may adopt. A qualified member of the Board, familiar with "Robert's Rules of Order, Newly Revised", the Bylaws, and Special Rules of Order adopted by the Board shall be appointed annually by the Chairperson to serve as Parliamentarian at all Board of Directors meetings.

#### ARTICLE X - FINANCE & RECORDS

##### SECTION 10.1                    CHECKS AND OTHER EVIDENCES OF INDEBTEDNESS

All checks, drafts, orders for the payment of monies, notes or other evidence of indebtedness issued in the name of the Corporation will 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.

##### SECTION 10.2                    DEPOSITS

All funds of the Corporation will be deposited from time-to-time to the credit of the Corporation, in such banks, trust companies or other depositories as the Finance Committee may recommend, subject to the approval of the Board.

##### SECTION 10.3                    GIFTS

The Board may accept, on behalf of the Corporation, any contributions, gifts, bequests, or devices for the general purpose or for any special purpose(s) of the Corporation.

##### SECTION 10.4                    BOOKS AND RECORDS

The Corporation shall cause to be kept, at the registered or principal office, correct and complete books and records of account, board meeting minutes, and a record of the names and addresses of the Board and committee members. The Board shall cause an audit of the records of the Corporation to be made each

fiscal year by a competent auditor recommended by the Finance and Asset Management Committee and approved by the Board.

SECTION 10.5

CONTRACTS

Whenever the Corporation, upon Board approval, chooses to place the responsibility for planning, conducting or evaluating a component of its work program, and/or the procurement for professional services, it shall formalize the relationship with that organization or business in a contract with conditions for performance. All such contracts shall be reviewed by the appropriate committee(s) and approved by the Board. The Board's Administrative Policy Manual shall establish the process and procedure for the solicitation of bids.

ARTICLE XI - AGENCY ADMINISTRATION

SECTION 11.1

EMPLOYMENT OF THE EXECUTIVE DIRECTOR

The Board shall employ an Executive Director who shall be the chief administrative official of the Corporation. The Executive Director shall be selected on the basis of his/her professional qualifications. He/she shall serve at the pleasure of the Board. The Executive Director's duties and functions will be those prescribed by the Board, provided that any such delegation of authority to the Executive Director will not operate to relieve the Board or any individual Board members of any responsibility imposed by law. On an annual basis, the Board must review the performance of and determine the compensation to be paid to the Executive Director. The Executive Director is authorized to employ a staff person responsible to assist with the duties of the Executive Director.

SECTION 11.2

STAFF-BOARD RELATIONSHIP

It shall be the policy of this Corporation that neither the Board nor the individual members thereof shall issue an order or instruction to a member of the staff who is responsible to the Executive Director without the Executive Director's approval.

Violation of this section shall be reported to the Board for determination, and the violator shall be subject to disciplinary action, including removal from office. Board members may make inquiries of staff and request data.

SECTION 11.3

PUBLIC ACCESS TO AGENCY INFORMATION

Public access to Agency information shall be in accordance with all applicable regulations in state law (Chapter 60 of the Missouri Revised Statutes, also known as "The Missouri Sunshine Law").



appendices to the Bylaws and shall be maintained with the Bylaws and distributed as they are adopted. The Board shall adhere to any and all such policies.

SECTION 13.4

ADHERENCE TO RULES AND REGULATIONS

Any and all rules and regulations in effect at the time of dissolution of the Corporation shall be adhered to by the Board under this article.

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

Title: Board of Directors Chairperson

Date: \_\_\_\_\_

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

Title: Board of Directors Secretary

Date: \_\_\_\_\_

(Corporate Seal)