

**BY-LAWS  
FOR THE TRES ISLAS ORPHANAGE FUND  
PAGE ONE**

The by-laws for the Tres Islas Orphanage Fund shall be as follows:

1. It shall be a not for profit organization.
2. All officers, as well as those who work on behalf of the Tres Islas Orphanage Fund shall work as volunteers, for free. They shall accept no monetary or materialistic benefit from the monies raised on behalf of the Tres Islas Orphanage Fund. Neither shall they accrue any monetary or materialistic promotion for themselves, their families or their friends or on behalf of their professional livelihood from work performed on behalf of the Tres Islas Orphanage Fund.

A. All officers shall be required to contribute a minimum of \$130.00 annually to the Tres Islas Orphanage Fund.

3. The purpose of the Tres Islas Orphanage Fund shall be to raise money for and to first provide food; then, school supplies, shoes, items for personal hygiene, clothing, educational and medical needs for children in orphanages in Mexico. It shall also strive to upgrade the orphanages' living standards pertaining to health, safety and welfare by improving living conditions such as providing, repairing, replacing and/or upgrading bathrooms, kitchens and sewage systems and providing safe and useable playground/exercise areas for the children in the orphanages.

All endeavors of solicitation shall be on a voluntary, goodwill basis by the officers and/or volunteers.

With the exception of items A. through E., below, all money raised shall first: provide food; then: school supplies, shoes, items for personal hygiene, clothing, educational and medical needs for children in orphanages in Mexico and to upgrade the orphanages' living standards pertaining to health, safety and welfare by improving living conditions such as providing, repairing, replacing and/or upgrading bathrooms, kitchens and sewage systems and providing safe and useable playground/exercise areas for the children.

No money shall be paid to nor distributed as remuneration to any one for any reason except for the sole and direct purpose of first providing food; then, school supplies, shoes, items used for personal hygiene, clothing,

**BY-LAWS**  
**TRES ISLAS ORPHANAGE FUND**  
**PAGE TWO**

educational and medical needs to children in orphanages in Mexico and to upgrade the orphanages' living standards pertaining to health, safety and welfare by improving living conditions such as providing, repairing, replacing and/or upgrading bathrooms, kitchens and sewage systems and providing safe and useable playground/exercise areas for children in orphanages being assisted by the Tres Islas Orphanage Fund.

The only administrative costs which may be deducted from the Fund and which must be itemized and accounted for in writing, with copies of receipts sent annually to each and every current year donor for verification shall be:

A. The cost of registering and/or filing the articles of incorporation and by-laws with the required state and federal agencies.

B. The cost of telephone calls, postage and printing which shall be utilized solely for orphanage related matters.

C. The purchase of film and the cost of developing it. All film purchased is to be used solely for photographing the children and the orphanages - for which the photographs are to be provided to current year donors annually and to potential donors.

D. The purchase of VCR tapes and/or CD's for documentation of the ongoing living conditions of the children in the orphanages - which shall be made available to donors at all times and which may be used to provide visual information to potential donors.

E. The expenditures for the above listed items A. through D. shall not exceed 10 percent per year the annual money raised to support the orphanages.

4. Selection of orphanages to be beneficiaries of the Tres Islas Orphanage Fund, based on the following criteria, shall be made by the officers of the Tres Islas Orphanage Fund:

A. All food, items used for personal hygiene, clothing, educational and medical needs purchased and/or orphanage improvements must be made to only those orphanages in need which have selected by the officers of the Tres Islas Orphanage Fund.

**BY-LAWS**  
**TRES ISLAS ORPHANAGE FUND**  
**PAGE THREE**

B. Need is defined as any orphanage in Mexico lacking in food, items for personal hygiene, clothing, educational and medical needs and/or orphanage improvements that will benefit from receiving these items.

C. Upon receiving any goods or services provided by the Tres Islas Orphanage Fund, the orphanage director must sign a receipt stating that the items have been received or orphanage improvements have been made, verifying the specific monetary amount and provide the date the items were received or date of improvements made.

The original receipts signed by the orphanage director shall remain in the files of the Tres Islas Orphanage Fund for accounting purposes.

A copy of the proofs of purchases shall be sent to the donor(s) whose monetary contributions helped make the purchases each year with the annual report.

6. It is the intent of the Tres Islas Orphanage Fund to provide food, items for personal hygiene, clothing, educational and medical needs for Mexican orphanages on a weekly basis based on a minimum of \$100.00 feeding an orphanage of 25 children for one week.

When it is determined that an emergency need of either food, personal hygiene or medical needs is required by an orphanage in addition to the orphanages currently served by the Tres Islas Orphanage Fund, up to \$400.00 annually may be directed to such needs.

7. At the end of each year, each donor who has contributed to the Tres Islas Orphanage Fund that year shall receive the following:

A. The names, addresses and telephone numbers of all orphanages who have received assistance from the Tres Islas Orphanage Fund as well as the name of the director of each of the orphanages and a photograph of the children, the children's names and ages in each orphanage.

B. A copy of all proofs of purchases for items purchased or improvements made purchased by the Tres Islas Orphanage Fund on behalf each orphanage

**BY-LAWS**  
**TRES ISLAS ORPHANAGE FUND**  
**PAGE FOUR**

C. A complete itemization of items purchased for and/or improvements made to each orphanage.

D. The itemized costs of any and all related administrative costs listed in items A. through E., above.

E. The amount of money remaining, if any, in the Tres Islas Orphanage Fund account.

8. The Tres Islas Orphanage Fund shall encourage visitation to orphanages at any time by donors and participation of the donors in the children's lives.

9. The mailing address for the Tres Islas Orphanage Fund is 3717 Monroe Avenue, Cheyenne, WY 82001.

10. The telephone number for the Tres Islas Orphanage Fund is 1-888-459-8463.

11. The officers of the Tres Islas Orphanage Fund are currently:

Donelle A. Manton, President, Thomas R. Manton, Vice-President; Marta Grunsky, Secretary John Coolbaugh, Treasurer.

12. Accounting records for the Tres Islas Orphanage Fund shall be kept at 3717 Monroe Avenue, Cheyenne, WY 82001. All donations shall be sent to this address.

13. A copy of the by-laws for the Tres Islas Orphanage Fund shall be provided to each potential donor and to each donor.

14. When a revision to the by-laws occurs, all current year donors shall be provided a copy of the revised by-laws with that year's annual report.

15. In the event - for whatever reason - the Tres Islas Orphanage Fund should disband; all current donors must be notified, in writing, six months prior to such action.

**BY-LAWS**  
**TRES ISLAS ORPHANAGE FUND**  
**PAGE FIVE**

Any money remaining in the Tres Islas Orphanage Fund at that time shall be used to purchase food, items for personal hygiene, clothing, educational and medical needs for the orphanages being served at that time prior to the disbanding of the Fund.

16. With the exception of items A. through E. in number 3., listed above, absolutely no money in the Tres Islas Orphanage Fund shall be used at any time nor for any reason other than for the purchase of food, items for personal hygiene, clothing, educational and medical needs for needy children in orphanages in Mexico and to upgrade the orphanages' living standards pertaining to health, safety and welfare by improving living conditions such as providing, repairing, replacing and/or upgrading bathrooms, kitchens and sewage systems and providing safe and useable playground/exercise areas for children in orphanages being assisted by the Tres Islas Orphanage Fund.

**END OF BY-LAWS FOR THE TRES ISLAS ORPHANAGE FUND**