

# The Giving Circle of Heritage Hunt

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## By-Laws

### Article I. Mission/Purpose

To pool our money and collectively decide how to use these funds to impact a specific cause or need of residents of the Prince William area. In awarding funds, priority is given to nonprofit organizations serving residents of Western Prince William County.

### Article II. Name

The Giving Circle of Heritage Hunt, hereafter identified as TGC, is the official name of the organization.

### Article III. Membership

Membership in TGC is open to residents of Heritage Hunt who wish to further the mission of TGC through financial support. Members shall be defined as those who annually complete a registration form, file it with the Guiding Circle and uphold their financial commitment.

#### Section 3.01 Member categories

There are two member categories:

- (a) Voting—Members who annually contribute \$365 or more to the Giving Circle.
- (b) Non-Voting Associate Members who contribute less than \$365 annually.

#### Section 3.02 Responsibilities of membership

- (a) Encourage other individuals to support and participate in the mission of TGC.
- (b) Attend meetings of TGC.
- (c) Honor financial commitments to TGC.
- (d) Vote on the grant recipients.
- (e) All members shall participate in the information sharing and discussion prior to the vote.

#### Section 3.03 Benefits of membership

- (a) Participate in a dynamic, philanthropic, and social organization.
- (b) Offer input to TGC's goals and grant awards.
- (c) Collaborate with others with shared values.
- (d) Make a greater community impact with pooled monetary resources.
- (e) Learn about non-profits and needs in the community.

#### Section 3.04 Contributions

- (a) Voting Members shall contribute a minimum of \$365 per year to be paid annually by the due date established by the Guiding Circle.
- (b) The Treasurer will send contribution reminders to the membership.
- (c) Only Voting members shall be eligible to vote on the grant recipients.

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- (d) Each Voting member shall have one vote, regardless of the amount of any contribution in excess of the \$365 annually.
- (e) Associate members shall contribute their pledged amount by the dated designated by the Guiding Circle.

## **Article IV. Organization/Structure**

TGC will have a board called the Guiding Circle as defined in section 4.01.

### **Section 4.01 Members of the Guiding Circle**

The Guiding Circle will consist of the officers of TGC each of whom shall be a Voting member. The officers are the Chair(s), Vice Chair, Secretary, and Treasurer.

### **Section 4.02 Responsibilities of the Guiding Circle**

- (a) Call and direct meetings of TGC.
- (b) Manage the accounting of contributions and expenses of TGC.
- (c) Chair the grant procedure---see Article VII.
- (d) Record meeting minutes.
- (e) Review and propose amendments to by-laws and present them to membership for approval by a simple majority vote of the entire membership.
- (f) Communicate about TGC with its members, the Heritage Hunt Community and the public.
- (g) Appoint standing or Ad Hoc committees as necessary.
- (h) Conduct all other business of TGC.

### **Section 4.03 Election of Guiding Circle Members**

- (a) A nominating committee, appointed by the Chair, will present a slate of officers for the Guiding Circle to be voted on by the entire membership annually at the March meeting.
- (b) Those elected will begin serving their term on June first of the calendar year of their election.
- (c) The Vote may be by acclamation or by secret ballot as determined by the Nominating Committee.
- (d) If a vacancy in the Guiding Circle occurs during the term, an interim member may be appointed by the remaining Guiding Circle members to serve until the following election.

### **Section 4.04 Duties and Responsibilities of the Officers**

The Chair(s) will:

- (a) Exercise general oversight of the business affairs and interests of TGC.
- (b) Preside at meetings of the TGC and the Guiding Circle.
- (c) Insure that there are opportunities for members to develop and sustain ongoing relationships with organizations that are funded by TGC.

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- (d) Receive and maintain the annual, signed Registration Form from each member of TGC.
- (e) Represent TGC at meetings of the Heritage Hunt Board of Directors or other Heritage Hunt organizational entities when necessary.

The Vice Chair will:

- (a) Assist the Chair in the exercise of his/her duties.
- (b) In coordination with the Guiding Circle, develop and implement a Public Relations Plan that:
  - I. Provides information about TGC's goals and activities to the Heritage Hunt Community and the Western Prince William Community.
  - II. Provides information about the process for applying for grants from TGC.
  - III. Offers the opportunity for organizations to engage in a dialogue with TGC about their needs and supports their effort to seek funding.

The Secretary will:

- (a) Prepare minutes for all TGC and Guiding Circle meetings.
- (b) Maintain a current contact list for the membership.
- (c) Prepare and deliver general TGC correspondence on behalf of TGC and the Guiding Circle.
- (d) Inform grant recipients of the grant awards.

The Treasurer will:

- (a) Manage the process for notifying members about their annual donation responsibility as outlined in Section 7.01.
- (b) Keep an accurate and complete record of all funds received and disbursements made.
- (c) Issue receipts for funds received as necessary,
- (d) Brief the financial records to the Guiding Circle and TGC,

## **Section 4.05 Terms of Service**

- (a) Guiding Circle officers will hold two-year terms.
- (b) Officers may hold no more than two consecutive terms in any one office.

## **Article V Meetings**

TGC will meet at least four times a year, at such time as the Guiding Circle shall determine. One such meeting will occur in March in order to conduct elections for the Guiding Circle, in accordance with Section 4.03, and another in October in order to vote on grant applications, in accordance with Section 7.01.

## **Section 5.01 Quorum**

- (a) At any meeting of TGC, a quorum shall consist of a simple majority of the entire membership.
- (b) A quorum is required for elections of officers, changes to the by-laws, and distribution of grant money

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## **Section 5.02 Organization and Meetings of the Guiding Circle**

- (a) The Guiding Circle will meet at least four times a year, at such time as it shall determine.

## **Article VI. Committees**

A standing or single-purpose (ad hoc) committee may be formed at any time with the approval of the Guiding Circle. Membership on standing committees is limited to members in good standing. The chair of committees will be appointed by the Guiding Circle. The Guiding Circle must review all findings and approve all recommendations of any committee before any actions are taken by the membership.

## **Section 6.01 – Outreach Committee**

- (a) There shall be a standing committee named the Outreach Committee. The chairperson shall be appointed annually by the Guiding Circle.
- (b) The members of the committee will be solicited from the membership by The Guiding Circle and the Outreach Committee Chairperson.
- (c) The duties of the Outreach Committee are identified in Article VII, Section 7.01 Procedure for Awarding Grants

## **Article VII. Grants Awards**

### **Section 7.01 Procedure for Awarding Grants**

- (a) The Outreach Committee shall solicit grant applications from organizations which did not receive a grant in the previous year for consideration by TGC.
- (b) The Chair of TGC shall solicit grant applications from organizations that received a grant in the previous year.
- (c) The Guiding Circle shall distribute the received applications to the members of TGC for evaluation and recommendation
- (d) Within a week of the distribution of applications, evaluators will send via email their summaries of the applicants and the projects for which funding is requested and their funding recommendations to the entire membership.
- (e) The Guiding Circle will present the information described in (d) above at or before the October meeting for discussion and vote.
- (f) The Ballot will list grant applicants.
- (g) Voting members will vote by secret ballot.
- (h) Members unable to attend the October meeting may obtain an absentee ballot from the Guiding Circle and submit it to the Chair or designee prior to the October meeting.
- (i) Members will allocate the available funds to applicants voted eligible to receive funding.
- (j) TGC members will be notified within one week of the name of the grantee(s) and amount(s) of the check(s) for which they are responsible.

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- (k) The check(s) must be submitted to the Treasurer by the deadline established by the Guiding Circle.
- (l) The Guiding Circle will notify the applicants of the decision of The Giving Circle.
- (m) An annual Grant Awarding Ceremony will be held in November.

## **Section 7.02 Criteria for Receiving Grants**

- (a) Applicant organizations must be a non-profit tax-exempt organization pursuant to IRS section 501(C)(3).
- (b) Applicant organizations shall have a project/program budget of no more than \$2 million.
- (c) Applicant organizations must meet the Giving Circle's mission.
- (d) No more than 50% of the Giving Circle's available grant money may be awarded to any one organization in a calendar year.
- (e) The following are excluded from consideration:
  - 1) Projects/programs that promote a particular religious or political ideology.
  - 2) Endowment or capital projects and campaigns.
  - 3) Dinner galas, advertising, and other special fundraising events.
  - 4) Contributions to the general fund of an organization.
  - 5) Intermediary funding agencies.
  - 6) Organizations that received a grant from the Giving Circle of Heritage Hunt in the previous year and did not submit a written evaluation.

## **Section 7.03 Awarding of Grants**

Voting on grants will take place at the regular October TGC meeting. Grant applications must be received by the established deadline to be considered for the grant cycle.

## **Article VIII Amendments**

- (a) All amendments to the Bylaws must be approved by the membership.
- (b) Any proposed amendment shall be submitted in writing to the Guiding Circle which shall then make a recommendation to the membership. The proposed amendment, once approved by the Guiding Circle, shall be distributed to the General Membership, in printed form, prior to a General or Special meeting of the membership, to be voted upon by a simple majority vote of the quorum present.

As amended by email vote of The Giving Circle of Heritage Hunt – March 24, 2015