

## United Way of Allegany County

### Mission Statement

Recognized as a focal point for facilitating the coordination and delivery of community services to improve the quality of life for Allegany County.

05/09/01  
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## UNITED WAY OF ALLEGANY COUNTY

### PURPOSE

United Way of Allegany County acts primarily for contributors seeking the most cost-effective solutions to problems through funding community services organizations that demonstrate measurable results in providing health and human care services to people with needs.

## ARTICLE I MEMBERS

### Section 1. Members.

- (a) Each individual, firm, association or corporation who makes a contribution to or for the benefit of United Way of Allegany County shall be a member of the United Way of Allegany County.
- (b) Each participating agency, which has been approved for affiliation by the Executive Committee of the United Way of Allegany County, shall be a member of the United Way of Allegany County.

### Section 2. Annual Meeting.

The annual meeting of the members of the United Way of Allegany County shall be held on a date and time as determined by the Executive Committee. Such meetings shall be open for the transaction of the general business of the United Way of Allegany County.

### Section 3. Notice of Annual Meeting.

- a. It shall be the duty of the President and/or Secretary and/or Executive Committee to have an article published in a newspaper which has general circulation in areas served which shall set forth the time and place of the annual meeting. No special form of notice shall be necessary and a news article which generally complies with the terms of this section shall be sufficient notice of a meeting.
- b. The notice shall include an agenda which will include an annual report, a slate of members for the Executive Committee, and consideration of bylaws amendments.

### Section 4. Quorum.

A minimum of ten members shall constitute a quorum for the annual meeting of the United Way of Allegany County.

### Section 5. Voting.

All members must vote in person and each member present shall have one vote.

### Section 6. Order of Business.

At all meetings the order of business shall be in accord with Roberts Rules of Order.

## ARTICLE II    EXECUTIVE COMMITTEE

### Section 1. Composition

(a) The business and property of the United Way of Allegany County shall be conducted and managed by an Executive Committee which shall consist of no less than 13 members. Additional members, to a maximum of 30, may be added as provided for in this section. All members of the Executive Committee must be members of the United Way of Allegany County as defined in Section 1.

(b) There shall be thirteen at-large-members of the Executive Committee.

(c) There may be up to five additional members of the Executive Committee, representative of the community.

(d) The President, First Vice-President, Second Vice-President, Secretary, and Treasurer of the United Way of Allegany County elected as described in Article III, who are not members of the Executive Committee shall become members.

(e) The Executive Committee shall appoint a Chairperson of the Campaign Committee, Marketing Committee, the Community Response Committee, and the Volunteer Development Committee. Additional committees may be appointed as needed. All such Chairpersons shall be elected as set forth in Article IV. Committee Chairpersons that are not members of the Executive Committee shall become members. Committee Chairpersons may not serve more than three consecutive two-year terms.

(f) The Executive Committee shall keep minutes of its meetings and a full account of its transactions.

(g) Members of the Executive Committee serving at-large or as Community Representatives (II(b) and II.(b)) shall be elected in three-year classes by the members of the Allegany County United Way. A class will begin its term at the Annual Meeting. The number of members elected in a given year shall equal the number of members whose terms expire in that year.

### Section 2. Regular Meetings.

The Executive Committee shall meet at such places as may be fixed from time to time by the Executive Committee.

### Section 3. Special Meetings.

Special meetings of the Executive Committee shall be held whenever called by the President or by a majority of the Executive Committee. Notice of special meetings

shall be given to each member of the Executive Committee prior to said meeting.

#### Section 4. Notice of Meetings.

Notice of every regular meeting shall be given to each member of the Executive Committee, either verbally or in writing.

#### Section 5. Quorum.

A simple majority of regular members of the Executive Committee shall be necessary to constitute a quorum for the transaction of business.

#### Section 6. Removal.

A member of the Executive Committee may be removed from office by a vote of a simple majority of the members of the Executive Committee.

#### Section 7. Vacancies.

When a vacancy occurs on the Executive Committee due to the resignation, ineligibility or removal of a member, the Committee shall fill the vacancy by electing a successor to complete the unexpired term.

#### Section 8. Compensation.

Members of the Executive Committee shall not receive any compensation for their services.

#### Section 9. Term Limits

No member of the Executive Committee shall serve more than three consecutive terms and shall not be eligible again for election until a period of one year has elapsed.

#### Section 10. Conflict of Interest

A member of the Executive Committee shall not vote on a question in which a conflict of interest has been declared by a majority vote of Executive Committee members present and voting.

## ARTICLE III OFFICERS

### Section 1. Election.

The officers of the United Way of Allegany County shall be recommended by the members of the Executive Committee and elected at the annual meeting of the members and tri-annually thereafter.

### Section 2. Executive Officers.

The executive officers of the United Way of Allegany County shall be a President, a Vice-President, a second Vice-President, a Secretary and a Treasurer. Each officer shall hold office for a term of two years. The terms of office shall be staggered. The President, Second Vice-President, and Secretary shall be elected in even-numbered years, and the First Vice-President and Treasurer shall be elected in odd numbered years. Officers may serve no more than three (3) consecutive terms and shall not be eligible again for election to the same office until a period of one (1) year has elapsed. A term for an officer can be extended in order to complete the officer's term.

### Section 3. President.

The President shall preside at all meetings of the members of the Executive Committee; shall have authority to sign and execute in the name of the United Way of Allegany County all authorized contracts and other instruments.

### Section 4. First Vice-President.

In the absence of the President, the First Vice-President shall perform all the duties of the President, and, when so acting, shall have the powers of the President. The First Vice-President shall, if provided by resolution of the Executive Committee, have authority to sign and execute in the name of the United Way of Allegany County all authorized contracts and other instruments.

### Section 5. Second Vice-President.

The Second Vice-President would function as part of an advisory committee to the Executive Director, along with the immediate Past President, the President, and First Vice-President, on matters concerning the Executive Committee. In addition, this individual will perform the duties of the President in the absence of the President and First Vice-President. During his or her term of office, the Second Vice-President will be a member at large of all committees and attend as many meetings as possible.

#### Section 6. Treasurer.

The Treasurer shall have charge of and be responsible for all funds, securities, receipts and disbursements of the United Way of Allegany County and shall deposit or cause to be deposited in the name of the United Way of Allegany County all monies or other valuable effects in such banks, trust companies or other depositories as shall from time to time be selected by the Executive Committee; shall render to the President of the Executive Committee, whenever requested, an account of the financial condition of the United Way of Allegany County; and in general shall perform all duties ordinarily incident to the office of a Treasurer.

#### Section 7. Removal.

The Executive Committee shall have the power, at any regular or special meeting, to remove any officer for just cause by a simple majority vote.

#### Section 8. Vacancies.

A simple majority of the Executive Committee, at any regular or special meeting, shall have the power to fill any vacancy occurring in any office for the unexpired portion of the term.

#### ARTICLE IV COMMITTEES

The United Way of Allegany County will have four volunteer committees in addition to the Executive Committee. These committees shall be a Campaign Committee, Marketing Committee, a Community Response Committee, and a Volunteer Development Committee. These committees will perform the functions of a volunteer United Way of Allegany County as hereinafter described. Members of the United Way of Allegany County, as described in Article 1, may volunteer for committee participation. Additional committees, permanent or ad hoc, may be appointed by the Executive Committee.

## UNITED WAY OF ALLEGANY COUNTY

### CAMPAIGN COMMITTEE

#### Purpose

To organize the annual United Way of Allegany County fund-raising campaign and manage implementation of strategies to raise a maximum amount of contributions to meet the recognized needs of the community.

#### Chairperson

The Chairperson shall serve as a member of the Executive Committee and as a member of the Volunteer Development Committee.

The Chairperson will be recommended by the Volunteer Development Committee for Executive Committee approval. Chairperson is responsible for calling meetings and to oversee, coordinate and cause the following committee responsibilities to occur.

#### Committee Responsibilities

To plan each year's campaign strategy, recruit a sufficient number of volunteers for solicitation of gifts, work with the President and Executive Committee of the United Way to ensure a successful campaign, and communicate with volunteers/donors regarding the progress of the campaign.

## UNITED WAY OF ALLEGANY COUNTY

### COMMUNITY RESPONSE COMMITTEE

#### Purpose

To review the relationship between recognized needs in the community and United Way of Allegany County allocations to qualified providers and to make recommendations to the Executive Committee to assure that United Way of Allegany County funds are used to address identified community needs.

To offer an opportunity for United Way of Allegany County and community service providers to review mutual purposes, responsibilities and obligations; to provide an opportunity to assess an agency's (place in) ongoing or potential value to the community (and the agency's and United Way of Allegany County; adjustment to changing community conditions); to qualify community service providers who desire an allocation of funds from United Way of Allegany County; and to make appropriate recommendations to the Executive Committee.

#### Chairperson

The Chairperson shall serve as a member of the Executive Committee and would be recommended by the Volunteer Development Committee for Executive Committee approval. Chairperson is responsible for calling meetings and to oversee, coordinate and cause the following committee responsibilities to occur.

#### Committee Responsibilities

1. Recruit and train people to serve on a Community Response Committee.
2. Assess community needs.
3. Accept applications from local nonprofit organizations who desire an allocation of funds from United Way of Allegany County, review the organizations for qualifications, and make recommendations to the Executive Committee regarding allocations of funds.
4. Issue invitations to nonprofit organizations in Allegany County, approved by the Executive Committee, to request funding for programs meeting community needs.
5. Obtain documentation to support funding requests sufficiently in advance of Community Response meetings to allow committee members time to prepare.
6. Schedule meetings with qualified nonprofit organizations to consider requests for funding.

7. Compile funding recommendations for qualified nonprofit organizations to present, for Executive Committee approval, a campaign goal that will have a major impact on identified needs and solving community problems.
8. Provide a grievance procedure for qualified nonprofit organizations.
9. Recommend ways in which United Way of Allegany County can work with nonprofit organizations to improve their operational performance.

## UNITED WAY OF ALLEGANY COUNTY

### VOLUNTEER DEVELOPMENT COMMITTEE

#### Purpose

To recruit, orient and develop volunteers for the United Way of Allegany County who will provide leadership, fund raising abilities, diversity, and vision to the organization and to recommend officers and committee chairpersons to the Executive Committee.

#### Chairperson

The Chairperson shall be a member of the Executive Committee and would be recommended by the Volunteer Development Committee for Executive Committee approval. Chairperson is responsible for calling meetings and to oversee, coordinate, and cause the following committee responsibilities to occur.

#### Committee Responsibilities

1. Committee includes the President, Campaign Chairperson and Executive Director along with other Committee members.
2. Assess the composition of the United Way of Allegany County in areas of expertise, professional skills, age, gender, ethnic and cultural background, length of service and attendance, for capabilities to achieve strategic directions.
3. Conduct a needs assessment and develop profiles of abilities required to fill positions on the United Way of Allegany County.
4. Research candidates, develop referral networks, contact, evaluate, and nominate potential United Way of Allegany County volunteers.
5. Document and keep records for the Volunteer Development progress as well as report progress at monthly Executive Committee meetings.
6. Formalize an orientation program for new United Way of Allegany County volunteer members.
7. Recommend a slate of members of the Executive Committee, and chairs of the Campaign, Marketing, Community Response, and Volunteer Development Committees.

UNITED WAY OF ALLEGANY COUNTY

MARKETING COMMITTEE

Purpose

To conduct a year-round communications program to encourage donor financial support by maintaining public awareness of the United Way of Allegany County and its work to help solve recognized community needs.

Chairperson

The Chairperson shall serve as a member of the Executive Committee and as a member of the Volunteer Development Committee.

Recommended by the Volunteer Development Committee for Executive Committee approval. Chairperson is responsible for calling meetings and to oversee, coordinate and cause the following committee responsibilities to occur.

Committee Responsibilities

Develop and monitor a year-round marketing campaign for the United Way.

## ARTICLE V AFFILIATED AGENCIES

### Qualifications

United Way of Allegany County acts primarily for contributors seeking the most cost-effective solutions to problems through funding community human services organizations that demonstrate measurable results in providing health and human services to people with needs.

United Way of Allegany County will qualify for funding any organization conducted for charitable purposes, including local nonprofit organizations, which, in the opinion of the Community Response and Executive Committees, is rendering a valuable service that has positive results meeting recognized community needs, providing the agency submits a copy of an IRS letter of determination indicating approval to receive tax deductible gifts.

The Community Response and Executive Committees will periodically set conditions for qualification of organizations to the status of affiliated agencies and for the regulation, duration and termination of such status.

### Allocation of Funds

The Executive Committee, after receiving a recommendation from the Community Response Committee, shall allocate the funds available for distribution to affiliated agencies at such time and in such amounts as it shall decide.

## ARTICLE VI MISCELLANEOUS

### Section 1. Negotiable Instruments and Other Evidences of Indebtedness.

All checks, drafts or other orders for payment of monies, notes or other evidences of indebtedness issued in the name of or payable to the United Way of Allegany County shall be signed or endorsed by such person or persons and in such manner as from time to time shall be determined by resolutions of the Executive Committee.

### Section 2. Surety Bonds.

The Executive Committee may, at its discretion, require any officer of the United Way of Allegany County to provide a surety bond for the faithful performance of duties in such form and in such sum and by such surety company as the Executive Committee may determine. All such bonds shall be for the benefit of and payable to the United Way of Allegany County and the premiums, therefore, shall be paid by the United Way of Allegany County.

### Section 3. Fiscal Year.

The fiscal year of the United Way of Allegany County, upon the basis of which its accounts and records shall be kept, shall be the calendar year from January 1 to and including December 31 of each year.

### Section 4. Books and Records.

All books and records of the United Way of Allegany County shall be kept at the principal office of the County United Way and shall be open for inspection at any reasonable time by any member of the United Way of Allegany County.

### Section 5. Campaign Year.

The campaign year shall be defined as that period from May 1 of any given year until the following April 30 of the next year. During this time, all monies pledged or contributed to the said campaign shall be included in the campaign total.

## ARTICLE VII AMENDMENTS

The Members of the United Way of Allegany County shall have the power to make, alter, amend, or repeal the Bylaws of the United Way of Allegany County at any annual or special meeting thereof by a two-thirds vote of the Members in attendance.