

## United Way of Hampshire County

### Mission Statement

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

## UNITED WAY OF HAMPSHIRE COUNTY

### PURPOSE

United Way of Hampshire County acts primarily for contributors seeking the most cost-effective solutions to fund community nonprofit organizations that demonstrate measurable results in providing community services.

## 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 Hampshire County shall be a member of the United Way of Hampshire County.
- (b) Each participating agency which has been approved for affiliation by the Executive Committee of the United Way of Hampshire County shall be a member of the United Way of Hampshire County.

### Section 2. Annual Meeting.

The annual meeting of the members of the United Way of Hampshire 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 Hampshire County.

### Section 3. Notice of Annual Meeting.

- a. It shall be the duty of the Chairperson 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 transaction of business of the United Way of Hampshire 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. Election and Duties.

(a) The business and property of the United Way of Hampshire County shall be conducted and managed by an Executive Committee which shall consist of no less than 7 nor more than 15 members as hereinafter provided.

(b) The Executive Committee Members shall be elected by the Members at their annual meeting by a majority vote. The members elected in any given year shall equal the number whose terms expire in that year. Each member shall serve a term of three years, or until a successor shall be elected pursuant to Sections 6 and 7.

(c) During the first three years of the organization, two members of the Executive Committee shall serve one-year terms, two members shall serve two-year terms, and three members shall serve three-year terms. These members may be reelected pursuant to Section 9.

(d) The Chairperson, Vice Chairperson, Secretary, and Treasurer of the United Way of Hampshire County shall be elected as set forth in Article III and they must be at-large members of the Executive Committee.

(e) The Executive Committee shall appoint a Chairperson of the Campaign/Marketing Committee, the Community Response (Allocations) 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 two consecutive two-year terms.

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

### 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 Chairperson or by a majority of the Executive Committee. Notice of special meetings shall be given to each member of the Executive Committee at least one week 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 at least 30 days prior to said meeting.

#### 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.

(a) If any member of the Executive Committee were to die, resign, cease to be a member of the United Way of Hampshire County, or be removed, a simple majority of the remaining members of the Executive Committee, may elect a successor to hold office for the unexpired portion of the term of the member of the Executive Committee whose place shall so become vacant and until a successor shall have been duly chosen and qualified.

#### 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 two 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 Hampshire County shall be elected by the members of the Executive Committee at the first meeting of the members of the Executive Committee and bi-annually thereafter.

### Section 2. Executive Officers.

The executive officers of the United Way of Hampshire County shall be a Chairperson, a Vice Chairperson, a Secretary and a Treasurer. Each officer shall hold office for a term of two years. Officers may serve no more than two (2) consecutive terms and shall not be eligible again for election to the same office until a period of one (1) year has elapsed.

### Section 3. Chairperson.

The Chairperson 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 Hampshire County all authorized contracts and other instruments.

### Section 4. Vice Chairperson.

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

### Section 5. Secretary.

The Secretary shall keep minutes of the meetings of the Members and of the Executive Committee; shall see that all notices are duly given in accordance with the provisions of the bylaws or as required by law; shall be the custodian of the records of the United Way of Hampshire County; may sign with the Chairperson or Vice Chairperson all instruments executed by the United Way of Hampshire County; and in general, shall perform all duties ordinarily incident to the office of the secretary.

Section 6. Treasurer.

The Treasurer shall have charge of and be responsible for all funds, securities, receipts and disbursements of the United Way of Hampshire County and shall deposit or cause to be deposited in the name of the United Way of Hampshire 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 Chairperson of the Executive Committee, whenever requested, an account of the financial condition of the United Way of Hampshire County; and in general shall perform all duties ordinarily incident to the office of a Treasurer.

Section 7. Compensation.

The officers of the United Way of Hampshire County shall not receive any compensation for their services.

Section 8. Removal.

The Executive Committee shall have the power, at any regular or special meeting, to remove any officer by a vote of a simple majority of the members of the Executive Committee and such action shall be conclusive on the officer so removed.

Section 9. 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 Hampshire County will have five volunteer committees in addition to the Executive Committee. These committees shall be a Campaign Committee, a Community Response (Allocations) Committee, a Marketing Committee, a Planned Giving Committee, and a Volunteer Development Committee. These committees will perform the functions of a volunteer United Way of Hampshire County as hereinafter described. Members of the United Way of Hampshire County, as described in Article 1, may volunteer for committee participation. Additional committees may be appointed by the Executive Committee.

### Bylaws Committee

#### Purpose

The Executive Committee shall appoint an ad hoc to annually review the bylaws of the United Way of Hampshire County and make recommendations to the Executive Committee for revisions as deemed necessary.

#### Committee Chairperson

A member of the Executive Committee.

Chairperson is responsible for calling meetings and to oversee, coordinate and cause the following committee responsibilities to occur.

#### Committee Responsibilities

1. Recruit members as necessary to revise the Bylaws of the United Way of Hampshire County.
2. Draft any proposed changes to the Bylaws which may be requested at any time by any member of the United Way of Hampshire County and submit such change together with a recommendation to the Executive Committee.

## UNITED WAY OF HAMPSHIRE COUNTY

### CAMPAIGN COMMITTEE

#### Purpose

To organize the annual United Way of Hampshire 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

A member of the Executive Committee.

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

1. Design campaign timetable.
2. Plan and manage the campaign.
3. Recruit a diverse, high-level campaign cabinet.
4. Provide Campaign Cabinet members sufficient training.
5. Meet with Campaign Cabinet to report progress and overcome challenges.
6. Design educational/motivational training program.
7. Utilize the professional United Way of Hampshire County staff as a primary resource.
8. Dedicate sufficient time.
9. Make selected calls.
10. Cultivate difficult accounts.
11. Bring resources of company or organization to the campaign.
12. Set giving example.

13. Maintain a high profile throughout the campaign.
14. Integrate the annual campaign process into the Strategic Plan.
15. Develop initiatives to achieve objectives.
16. Know the product; visit the qualified nonprofit organizations.
17. Promote Leadership giving.
18. Motivate volunteers and control campaign.
19. Coordinate with the Marketing Committee to extend recognition immediately following completion of the campaign.
20. Recognize that effective campaigning is a year-round activity.

UNITED WAY OF HAMPSHIRE COUNTY  
COMMUNITY RESPONSE (ALLOCATIONS) COMMITTEE

Purpose

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

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

Chairperson

A member of the Executive 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

1. Recruit and train people to serve on a Community Response (Allocations) Committee.
2. Assess community needs.
3. Accept applications from all local nonprofit organizations who desire an allocation of funds from United Way of Hampshire County, review the organizations for qualifications, and make recommendations to the Executive committee regarding allocations of funds.
4. Issue invitations to nonprofit organizations in Hampshire 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 (Allocations) 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 Hampshire County can work with nonprofit organizations to improve their operational performance.

## UNITED WAY OF HAMPSHIRE 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 Hampshire County and its work to help solve recognized community needs.

#### Chairperson

A member of the Executive Committee.

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

1. Develop a campaign theme.
2. Utilize all available communications media, i.e. billboards, brochures, events, internet, newsletter, newspaper, posters, promotions, radio, speakers, television, video.
3. Arrange special events to give year-round visibility and support to the United Way of Hampshire County.
4. Design an educational/motivational training program.
5. Utilize the professional United Way of Hampshire County staff as a primary resource.
6. Dedicate sufficient time.
7. Set giving example.
8. Maintain a high profile throughout the campaign.
9. Integrate the annual campaign process into the Strategic Plan.
10. Develop initiatives to achieve objectives.
11. Know the product; visit the qualified nonprofit organizations.

12. Promote Leadership giving.

13. Coordinate with Campaign Chair to extend recognition immediately following completion of the campaign.

United Way of Hampshire County  
Planned Giving Committee

Purpose

To create and market a planned giving program.

The Planned Giving Program is a consistent and overall effort to identify and bring prospective donors to the organization; to utilize life income gifts structuring to the fullest advantage of both the donor and donee; to organize, manage and implement staff and volunteer efforts to bring gifts of a sophisticated nature to fruition in support of the long-term goals of the organization.

Chairperson

A member of the Executive Committee of the United Way of Hampshire and the Board of Trustees of the County United Way, dba United Ways of the Potomac Highlands, Endowment Committee.

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

Committee Responsibilities

1. The Planned Giving Committee consists of estate planners, trust officers and other appropriate individuals.
2. The Planned Giving Committee develops a pool of prospective donors for an endowment program.
3. The Planned Giving Committee markets the endowment concept to the pool of prospective donors.
4. The Planned Giving Committee asks prospective donors to make a bequest or other planned giving to the United Way of Hampshire County.
5. Planned Giving Committee members stay current with tax laws, estate planning, techniques and gift opportunities.

UNITED WAY OF HAMPSHIRE COUNTY  
VOLUNTEER DEVELOPMENT COMMITTEE

Purpose

To recruit, orient and develop volunteers for the United Way of Hampshire County who will provide leadership, fund raising abilities, diversity, and vision.

Chairperson

A member of the Executive Committee.

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

Committee Responsibilities

1. Committee includes Executive Committee Chairperson, Campaign Chairperson and Executive Director along with other Committee members.
2. Assess the composition of the United Way of Hampshire 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 Hampshire County.
4. Research candidates, develop referral networks, contact, evaluate, and nominate potential United Way of Hampshire County members.
5. Document and keep records of the Volunteer Development progress as well as report progress at monthly Executive Committee meetings.
6. Formalize an orientation program for new United Way of Hampshire County members.
7. Recommend a slate of members of the Executive Committee, and chairs of the Campaign/Marketing, Community Response (Allocations), and Volunteer Development Committees.

## ARTICLE V AFFILIATED AGENCIES

### Qualifications

United Way of Hampshire County acts primarily for contributors seeking the most cost-effective solutions to fund community nonprofit organizations that demonstrate measurable results in providing community services.

United Way of Hampshire 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 prescribe 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. Affiliated agencies shall be bound by such allocations.

## 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 Hampshire 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 Hampshire County to give 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 Hampshire County and the premiums, therefore, shall be paid by the United Way of Hampshire County.

### Section 3. Fiscal Year.

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