

# **Hills of Ohio Planned Giving Council**

## **Mission Statement:**

***“The mission of the Hills of Ohio Planned Giving Council is to increase charitable planned gifts within Southeastern Ohio by serving as the voice and professional resource for the gift planning community.”***

## **By-laws:**

### BYLAWS of the Hills of Ohio Planned Giving Council

#### ARTICLE I. NAME

Section 1. NAME. The name of the organization shall be the Hills of Ohio Planned Giving Council.

#### ARTICLE II. PURPOSE

Section 1. PURPOSE. The purpose of the organization shall be to increase charitable planned gifts within Southeastern Ohio by serving as the voice and professional resource for the gift planning community within the meaning of the Internal Revenue Code Section 501(c)(3). Planned giving shall be defined as working with donors and their professional advisors to encourage gifts to qualified non-profit organizations, with due consideration given to the donor’s overall desires and plans.

#### ARTICLE III. MEMBERSHIP

Section 1. ELIGIBILITY. Any individual or organization that is interested in charitable planned giving is eligible for membership, provided he or she subscribes to the code of ethics outlined in the “Model Standards of Practice for the Charitable Gift Planner,” as adopted by the National Committee on Planned Giving.

Section 2. DUES. Membership in the HOPGC shall be contingent on payment of annual dues as established by the voting membership.

Section 3. REMOVAL. If any member fails to pay dues and owes fees within six months from the date that they become due, his or her membership shall automatically terminate. A member may also be removed from membership by a vote of the majority of those members present at any regularly scheduled meeting for violating the "Model Standards of Practice for the Charitable Gift Planner."

Section 4. PRIVILEGES. Members are extended the privilege of direct participation and voting rights at all regular HOPGC meetings. Notice of meetings shall be mailed to members at least three weeks in advance of all meetings.

## ARTICLE IV. ORGANIZATION

Section 1. BOARD OF DIRECTORS.

- a. COMPOSITION. The Board of Directors shall be the four officers of the HOPGC and one member at-large. The board shall have the power to transact business on behalf of the HOPGC. Candidates and office holders must be members in good standing.
- b. QUORUM. At all meetings of the Board of Directors, a majority of the members of the Board shall constitute a quorum.
- c. REMOVAL. Any director may be removed, with or without cause, by the vote of three-fifths of the members of the board at a regular meeting or at a special meeting called expressly for that purpose. Absence from three consecutive duly called Board of Directors meetings shall be cause for automatic removal.
- d. TERMS OF OFFICE. All board members shall be elected for the term of one year, commencing January 1, and no board member shall succeed himself or herself in the same office for more than one term. If there is a vacancy for any reason, the Nominating Committee shall present to the membership a candidate or candidates for that office at the next regular meeting for a vote by the membership. The newly elected officer or member-at-large shall serve for the remaining term of the vacated position. Individuals who have served as officers for two consecutive terms may be renominated and reelected for the same office after one full intervening year.

Section 2. OFFICERS. The four officers, their responsibilities and limitations, are:

- a. President – shall serve as the Chief Executive Officer of the HOPGC. He or she shall preside at all meetings of the HOPGC
- b. Vice-President – shall act or preside in the absence of the President. He or she shall also be responsible for all the regular meetings of the membership.
- c. Secretary – shall be responsible for maintaining records (minutes, meeting attendance, membership rosters, etc.), sending meeting notifications and handling general correspondence on behalf of the Board of Directors and the HOPGC.
- d. Treasurer – shall be responsible for the collection and disbursement of funds for meetings and other purposes as authorized by the Board of Directors. He or she shall make regular financial reports to the membership and the Board of Directors.
- e. No officer may hold more than one office at one time and the member at-large board member may not be an officer.

Section 2. NOMINATING COMMITTEE. The Nominating Committee shall be appointed by the Board of Directors and shall consist of the President and two other people from the general membership. This committee shall provide nominations for the Board of Directors (officers and member-at-large), to be elected at the last meeting of each calendar year. These nominations shall be provided to the Secretary to be included in the notice of the meeting. A nominee must agree to serve, if elected, before that nomination is provided to the Secretary. The committee shall provide one candidate for each position and members may nominate candidates at the meeting.

Section 3. STANDING COMMITTEES. The President has the authority to create Standing Committees as he or she feels necessary to conduct the business of the HOPGC. The President may also appoint, with the approval of the board, members of the HOPGC to chair such committees. Each committee shall have at least one Board of Directors member as an ex-officio member.

## ARTICLE V. MEETINGS

Section 1. REGULAR. Regular meetings of the HOPGC will be held at least four times yearly at a location and time agreed upon by the Board of Directors. The board may also organize other meetings to fulfill the purpose of the HOPGC as it deems necessary.

Section 2. SPECIAL MEETINGS. Special meetings of the members may be called by the President, by a majority vote of the Board of Directors, or by 10% of the members having voting rights.

Section 3. QUORUM. A quorum shall consist of those members having voting rights present at any meeting. A vote of a majority of the quorum shall be necessary for the purpose of any matter voted on by the members.

## ARTICLE VI. FINANCES

Section 1. DUES. Members shall pay designated dues to finance the operation of the HOPGC. Annual dues shall be assessed or changed, for the following year, as approved by the majority of the members present at the last meeting of each calendar year. If no change is made, the dues for the new year will be the same as the prior year.

Section 2. CONTROLS. Funds of the organization shall be handled and expended in keeping with accepted budget and accounting practices under policies established by the Board of Directors and in accordance with the applicable requirements of Section 501(c)(3) of the IRS Code.

Section 3. RECORDS. The organization shall keep accurate books and records of account and shall also keep minutes of the meetings of its membership and Board of Directors and each committee having been established by the board.

## ARTICLE VII. NATIONAL AFFILIATION

Section 1. AFFILIATION. The HOPGC shall maintain chapter affiliation status with the National Committee on Planned Giving or its successor(s).

## ARTICLE VIII. AMENDMENT OF BYLAWS

Section 1. AMENDMENTS. These bylaws may be altered, amended, or repealed, or new bylaws adopted by a two-thirds vote of the members present at any duly held meeting of the membership, where the proposed changed has been included in the notice of the meeting.

*revised 11/10/04*