

**SCHUYLKILL UNITED WAY
BY-LAWS**

ARTICLE I

MEMBERS

Section 1: Any organization desiring to participate for the first time in the combined campaign as an institutional members of this organization shall submit to the Board of Directors:

First: A statement by its President and Secretary certifying that its governing board has read the Constitution and By-laws governing this organization, and has voted to apply for membership.

Second: A detailed statement of the history, purpose and work of such applying organization.

Third: A detailed audited financial statement of its assets and liabilities and its last annual statement of receipts and expenditures, all in such form as may be required by the Board of Directors, with such audit signed by a Certified Public Accountant.

Fourth: A list of officers and directors thereof.

Fifth: The names of two representatives to act as delegates if the application is accepted.

Sixth: A statement certifying that the organization has been in existence and operation within the geographic area covered by the Schuylkill United Way for a period of at least one year prior to the date of the application for membership.

Seventh: A copy of the Internal Revenue Service determination letter indicating approval of tax exemption status for the organization under Section 501 C3 of the Internal Revenue Service code or such other sections as may from time to time circumvent or supersede said section.

Eighth: Proof of compliance with the State Commission on charitable Organizations.

Section 2: Such application papers shall be referred to the Executive Committee, which shall after proper investigation, report for final action to the Board of Directors.

BY-LAWS
ARTICLE I (continued)
Members

Section 3: Any organization desiring to become an institutional member of this organization, but not desiring to participate in the campaign, shall submit to the Board of Directors a statement similar to that required in Section 1, Item 2, of this article.

Section 4: As a condition of continuing membership in the Schuylkill United Way, each member organization shall, at the time of submission of the annual budget materials, also furnish a copy of such member organizations current certificate of registration under the Pennsylvania Solicitation of Charitable Funds Act and a sworn statement of an authorized officer that such member organizations tax exempt status under Internal Revenue Service Code 501 C3, as amended, is still in effect.

ARTICLE II

Section 1: Nominations for Honorary Membership shall be made annually in the month of December each year by a committee appointed by the President of this organization with the approval of the Board of Directors.

Section 2: Recommendations for such nominations in writing, with date supporting the same, may be submitted to this nominating committee by an individual or institutional member of this organization.

ARTICLE III
MEETINGS

Section 1: Board of Directors.

(a) The organization of the Board of Directors shall be held annually in December for the purpose of completing its organization, electing officers, appointing committees and transaction of such other business as may come before it.

(b) Regular meetings of the Board of Directors shall be held monthly throughout the year, except during July and August. Such meetings may be discontinued if the board so desires.

(c) The time of regular meetings, unless otherwise determined by the Board of Directors shall be the second Monday of the month at 4:00 p.m. at such place as designated by the president in his or her call for each meeting.

BY-LAWS
ARTICLE III (continued)
Meetings

Section 1 : (d) Special meetings of the Board of Directors may be called at any time by the President and shall be called on written request of five members of the Board.

(e) The order of business shall be, at regular meetings of the Board of Directors, as follows:

1. Reading of the Minutes
2. Treasurer's Report
3. Unfinished Business
4. New Business
5. Correspondence

Section 2: Constitutional Committees.

The Executive and Budget Committee shall meet upon call of their Chairperson.

ARTICLE IV

Agreement with Member Participating Agencies in the Annual Campaign.

Section 1: For the purpose of sharing in the joint fund to be raised by the United Way each member agency so sharing shall agree:

(a) To accept apportionment of funds made to it by the Budget Committee and approved by the Board of Directors.

(b) To solicit no funds for current expenses from contributors to the joint fund, provided the total budget has been raised and total payments to member agencies made.

(c) To maintain a responsible management with a Board of Directors or administrative committee which shall meet at least four (4) times a year.

(d) To cooperate with other social agencies in preventing duplicating of effort and in promoting efficiency and economy of administration.

(e) To hold no special financial campaigns for capital or other purposes without due notice and approval of the Board of Directors of the Schuylkill United Way.

(f) To furnish the Budget Committee, for its annual meeting, annual detailed statements showing all income and expenditures.

BY-LAWS
ARTICLE IV (CONTINUED)

Section 1: (g) To keep regular books of account open to inspection by a representative of the Schuylkill United Way.

Section 2: This agreement shall be binding from year to year, unless the member organization gives written notice of their withdrawal from participating in the joint fund at least on or before the date of the December meeting of the Schuylkill United Way Board of Directors.

ARTICLE V

QUORUM

Section 1: Ten members of the Board of Directors present at any meeting, regular or special, shall constitute a quorum.

Section 2: A majority of the Executive Committee, or of the Budget Committee or of any special committee, shall constitute a quorum.

Section 3: A quorum for a regular or special meeting of the membership of this organization shall consist of at least one delegate from at least a majority of the institutional members, plus twenty-five individual members.

ARTICLE VI

AMENDMENTS

Section 1: These By-laws may be enlarged, amended or repealed by a majority vote of the members present at any meeting of the Board of Directors, provided that prior notice of such proposed changes shall have been given.