



Washington Township United Fund

By-Laws

Article I

Mission and Vision

Section 1. Mission. The mission of the Washington Township United Fund is to provide supplementary financial support for organizations, programs, and other initiatives that serve youth, families, and adults who live in our community.

Section 2. Vision. The vision of the Washington Township United Fund is to enrich the quality of life for youth, families, and adults who live in our community.

Article II

Non-Profit Status and Authority

Section 1. Non-Profit Status. The Washington Township United Fund will maintain continuous registration as a non-profit organization in the State of Illinois. This registration will include the name of either the current Washington Township United Fund president or treasurer as well as a current mailing address, email address, and phone number. Documentation of current non-profit status will be kept on file by either the Washington Township United Fund president or treasurer and made available for review by any Washington Township United Fund board member or any resident of Washington Township upon request.

Section 2. Authority. As a registered 501(c)3 community organization, the Washington Township United Fund has authority to operate as granted by the General Not For Profit Corporation Act of the State of Illinois.

Article III

General Membership

Section 1. General Membership. All current residents of Washington Township, Tazewell County, Illinois are considered members of the Washington Township United Fund.

Section 2. Member Rights and Responsibilities. All Washington Township United Fund members have a right to make funding requests before the Washington Township United Fund Board of Directors. All Washington Township United Fund members have a responsibility to promote the Washington Township United Fund mission and vision, and to make contributions to the Washington Township United Fund, as they are able.

Section 3. Funding Requests. Residents of Washington Township who wish to make a funding request to the Washington Township United Fund may contact any Washington Township United Fund officer or board member and ask to be invited to an upcoming meeting of the Washington Township United Fund Board of Directors.

Article IV Board of Directors

Section 1. General Powers. All business of the Washington Township United Fund will be managed by its Board of Directors.

Section 2. Board of Directors. The Washington Township United Fund Board of Directors will consist of nine members. Of the nine members, three members will also hold the officer positions of president, treasurer, and secretary.

Section 3. Duties. The Washington Township United Fund Board of Directors is solely responsible for the following duties: implementing an annual fund drive, researching the needs of Washington Township non-profit organizations, and inviting representatives to make funding requests, maintaining a current and accurate website, and making the Washington Township United Fund visible in the community.

Section 4. Regular Meetings. The Washington Township United Fund Board of Directors will meet quarterly. The meeting dates will be posted on the Washington Township United Fund website. The meeting location will be determined by the president.

Section 5. Special Meetings. Special meetings of the Washington Township United Fund Board of Directors may be called by the president or by any two board members as needed. All members of the Board of Directors must be invited to special meetings, and at least 48 hours' notice must be provided. The person or persons calling the special meeting will determine the location of the meeting.

Section 6. Quorum. A quorum of at least five members of the Washington Township United Fund Board of Directors is required for both regular and special meetings.

Section 7. Robert's Rules of Order. Robert's Rules of Order will guide all Washington Township United Fund Board of Directors Meetings.

Section 8. Decision-Making. All decisions will be made by vote, following Robert's Rules of Order. The majority vote of the Washington Township United Fund Board of Directors will prevail. In the event of a tied vote, the president will make the final decision.

Section 9. Committees. The Washington Township United Fund Board of Directors may establish ad hoc committees as needed to accomplish special projects and initiatives. For each ad hoc committee, the president will appoint a committee chair and members from the Board of Directors.

Section 10. Election and Term of Office. The term of office for Washington Township United Fund board members will be three years. Prospective board members will be nominated and elected by the Board of Directors. The term of office is renewable for an unlimited number of terms.

Section 11. Removal. Any board member elected by the Washington Township United Fund Board of Directors may be removed by the Board of Directors whenever the board judges that removal is in the best interests of the Washington Township United Fund.

Section 12. Vacancies. The Washington Township United Fund Board of Directors will be responsible for filling all board of director vacancies within a six-month time period.

Section 13. Compensation. No Washington Township United Fund officer or director shall receive compensation for their services.

Article V Officers

Section 1. Officers. Three members of the Washington Township United Fund Board of Directors will hold the officer positions of president, treasurer, and secretary.

Section 2. President. The Washington Township United Fund president shall be the principal executive officer and chief spokesperson of the Washington Township United Fund. Duties of the president shall include, but are not limited to, calling Board of Directors meetings, presiding over Board of Directors meetings, serving as an authorized signer for the Washington Township United Fund, working with the secretary to prepare meeting agendas, and serving as a visible Washington Township United Fund representative within Washington Township. The president may delegate duties to other Washington Township United Fund officers or board members as needed.

Section 3. Treasurer. The Washington Township United Fund treasurer shall be responsible for all financial business of the Washington Township United Fund. Duties of the treasurer shall include, but are not limited to, serving as an authorized signer for the Washington Township United Fund, making deposits, writing checks, maintaining a current and accurate record of income and expenditures, and advising the president and the Washington Township United Fund on financial and budgetary matters. The treasurer shall provide a written treasurer's report for the Board of Directors at each quarterly meeting for review and approval.

Section 4. Secretary. The Washington Township United Fund secretary shall be responsible for all written records of the Washington Township United Fund. Duties of the secretary shall include, but are not limited to, working with the president to prepare meeting agendas, notifying board members of upcoming meetings, taking minutes during meetings, distributing meeting minutes to all board members for review following meetings, and maintaining historical documents, meeting minutes, treasurer's reports, and other relevant records. Near the beginning of each quarterly Board of Directors meeting, the secretary shall provide a written copy of the minutes from the previous meeting for review and approval.

Section 5. Election and Term of Office. The term of office for Washington Township United Fund officers will be three years. Prospective officers will be nominated and elected by the Board of Directors. The term of office is renewable for an unlimited number of terms.

Section 6. Removal. Any officer elected by the Washington Township United Fund Board of Directors may be removed by the Board of Directors whenever the board judges that removal is in the best interests of the Washington Township United Fund.

Section 7. Vacancies. The Washington Township United Fund Board of Directors will be responsible for filling all officer vacancies within a three-month time period. First consideration will go to current board members.

Article VI Contracts, Checks, Deposits, and Funds

Section 1. Contracts. Although normally under the purview of the president, the Washington Township United Fund Board of Directors may authorize any officer or board member to enter into a contract on behalf of the Washington Township United Fund.

Section 2. Checks and Deposits. All checks received by the Washington Township United Fund will be endorsed by the treasurer and deposited in the Washington Township United Fund bank account within two weeks of receipt.

Section 3. Gifts. The Washington Township United Fund Board of Directors may accept any contribution, gift, bequest, or property for general purposes or special purposes of the Washington Township United Fund.

Article VII Books and Records

Section 1. Financial Records and Meeting Minutes. The Washington Township United Fund shall maintain complete and accurate financial accounting records and Board of Directors meeting minutes. Upon request, these records must be provided to any Washington Township United Fund officer or board member for review.

Section 2. Officers and Board Members. The Washington Township United Fund shall maintain a current list of officers and board members on its website.

Section 3. By-Laws. The most recent version of the by-laws shall be published on the Washington Township United Fund website.

Section 4. Historical Documents. The Washington Township United Fund shall publish relevant historical documents on its website.

**Article VIII
Fiscal Year**

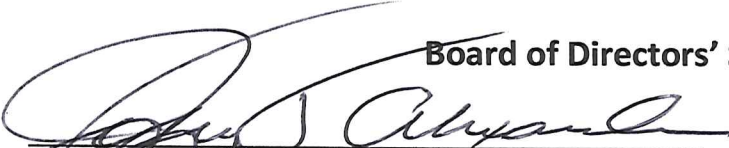
The fiscal year of the Washington Township United Fund shall begin on the first day of January and end on the last day of December each year.

**Article IX
By-Laws**


Section 1. Five-Year Review. The Washington Township United Fund Board of Directors shall review these by-laws every five years.

Section 2. Amendments to the By-Laws. These by-laws may be altered, amended, or repealed, and new by-laws may be adopted with a majority vote of the Washington Township United Fund Board of Directors at any regular or special meeting, provided that at least 48 hours' written notice is provided to all board members of the intention to alter, amend, or repeal, or to adopt new by-laws during the meeting.

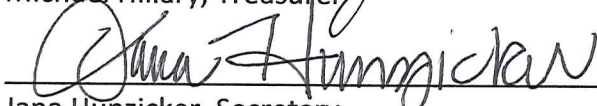
Board of Directors' Signatures




Jeffrey Alexander, President



Michael Hillary, Treasurer



Jana Hunzicker, Secretary



Lauren Joop, Director




Karen Kremer, Director



Jamie Mammen, Director



Jonathan Moehle, Director



Eric Obalil, Director



Megan Swearingen, Director