

**The Hestia Women's Giving Circle**  
**By-Laws Adopted May 3, 2006**  
**Revised December 2007, June 2010, June 2017**

1. **Mission:** The mission of the Hestia Women's Giving Circle is to promote economic self-sufficiency and well being for women and girls.
2. **Goals:**
  - a. To educate ourselves and the general public about community needs;
  - b. To encourage philanthropy among the women in our community with shared values;
  - c. To make a long-term positive impact on the community's quality of life by providing grants that support programs serving women and girls;
  - d. To pool monetary resources thus becoming major donors and decision makers, giving voice to ideals that will influence the lives of future generations;
  - e. To contribute to Planned Parenthood of Michigan 30% - 50% of the money allocated for distribution providing that an appropriate grant application has been made.
3. **Administrative Partners:** The Hestia Women's Giving Circle has established a donor-advised fund with the Charlevoix County Community Foundation (CCCCF). The Circle may operate under the umbrella of a different 501(c)3 or form its own 501(c)3 upon a vote by the EC.
4. **Name:** The Hestia Women's Giving Circle is the official name of the organization. The name honors Hestia, the Greek goddess who expressed her love and concern for others through thoughtful acts.
5. **Membership and Voting:** Membership is open to all women who wish to further the mission and goals of the Circle through financial support.
  - a. Members contribute a minimum of \$1000 per calendar year to the fund. Contributions may be made in quarterly installments due by March 31, June 30, September 30, and December 31.
  - b. Members may be an individual or two persons jointly.
  - c. Each member or two-person shared membership has one vote.
  - d. Membership contributions must be current in order to vote.
  - e. People joining between July 1 and December 31 may contribute \$500 to become a member for that year only.
6. **Governance**
  - a. **Quorum:** A quorum for decisions other than by-law amendments will be 50% of all members (defined as those people whose dues are current). By-law amendments require support of 60% of the membership.
  - b. **Executive Committee (EC):** an executive committee is authorized to conduct the routine business of the Giving Circle and to make decisions other than by-law amendments and grant recommendations. The Executive Committee shall consist of: the chair, vice chair, treasurer, secretary, past chair, grant

committee chair(s), and three or four other members-at-large for a range of 9-11 people. The EC is authorized to form other officers' positions to facilitate administration of the organization. The slate of candidates for the EC will be voted on at the annual reception.

- c. Officers serve a one-year term and are elected at the Annual Meeting. Officers are eligible to serve for six consecutive years. The duties of the officers are detailed in a document titled "HESTIA Executive Board Duties" but are broadly:
  - i. Chair has general supervision of the business of the organization
  - ii. Vice-Chair assumes responsibilities of Chair as needed
  - iii. Treasurer
    1. Is the liaison with any associated foundation or 501(c)3 umbrella;
    2. Reports on the financial status;
    3. Presents budget with funds available for disbursement;
    4. Other responsibilities as needed.
  - iv. Secretary
    1. Keeps meeting minutes;
    2. Writes and distributes press releases;
    3. Other responsibilities as needed.
  - v. Grant Chair
    1. Convenes grant review meetings with Grant Committee, which is comprised of all interested active Hestia members;
    2. Brings the recommended granting slate to the chair to be voted on by the general membership;
    3. Receives checks and distributes them to Grantees.

## **7. Member Responsibilities**

- a. Act as a committee-of-the-whole;
- b. Are encouraged to serve on a committee (e.g., membership, education, grant-making, etc);
- c. Help develop the organization, serving as ambassadors and recruiting other members;
- d. Participate in the grant review team.

## 8. Meetings

- a. Organizational meetings as called by the Chair or Vice-Chair;
- b. Educational meetings as scheduled;
- c. Specific committee meetings as called by that committee;
- d. Annual meeting.

## 9. Grant Making

- a. Awarding of grants began in 2007. The amount to be granted in any year will be determined by the EC.
- b. Funds distributed through the Hestia Women's Giving Circle will be allocated as follows:
  - i. Planned Parenthood of Michigan will receive 30% - 50% of the amount to be distributed upon acceptance of an appropriate application.
  - ii. Community programs that meet the purpose and mission of the Circle are eligible to receive the remaining 50% - 70% of the amount to be distributed.
- c. Procedures for the granting of funds for community programs: The guiding principle of the grant making process is to select projects that will meet the vision, mission and granting focus of the Circle. Grants will be given to projects that promote economic self-sufficiency and well being for women and girls, with priority to programs serving women and girls in Emmet and Charlevoix Counties.
  - i. Call for Grants:
    1. The Circle will publicize the opportunity to apply for funds. The dates of the cycle will be determined by the EC.
    2. The Circle may, at the discretion of the EC, also consider grant applications made at other times of the year. This is to promote flexibility in response to urgent needs in the community.
  - ii. Program or project eligibility:
    1. The applying agency, organization or initiative must qualify as a 501c(3) under the Internal Revenue Service Code, be a school or be a governmental entity. An applicant seeking start-up funds may seek sponsorship under such entities and affirm that their programs are open to all women or girls and do not discriminate on the basis of religion, race, national identity or origin.
    2. The applying agency, organization or initiative must demonstrate a record of, or the potential to, provide effective services or programs. This might include having the support and approval of its services or programs by the community, a history of providing services or programs in a cost-effective manner, financial support from other sources or the experience of key staff.

3. The program or project should demonstrate a reasonable likelihood of achieving the desired outcomes.
  4. The project may offer opportunities to leverage other funds and forge partnerships that will increase the impact of Circle funds.
- iii. Application process:
1. An application form and process has been developed in a separate document.
- iv. Grant Review Process:
1. A detailed procedure has been developed in a separate document.
  2. The Grant-Making committee will nominate a ballot of finalists to be voted on by the entire membership. All members of the Circle are encouraged to belong to the Grant-Making Committee.