

# CRANBERRY TOWNSHIP COMMUNITY CHEST BY-LAWS

## ARTICLE I NAME

The name of the organization shall be Cranberry Township Community Chest (CTCC). The organization may at its pleasure by a vote of the Board of Directors change its name.

## ARTICLE II PURPOSE

The purpose of this organization shall be to unite into one organization all the civic and charitable activities working for the welfare and improvement of Cranberry Township to:

1. Create a "Sense of Community" by engaging residents and businesses to volunteer and become active in charitable and civic organizations.
2. Help promote charitable and civic organizations in Cranberry Township.
3. Support new community projects and services and create volunteer opportunities for our residents.
4. Raise funds pursuant to Article VI, Section 2.

Civic and charitable causes shall not include causes that have as their primary purpose the promotion of a particular religious belief or doctrine, any cause that promotes a political ideology, party or candidate, any cause the funding of which would violate the laws governing the non profit status of the organization, or that would jeopardizes the non-profit status of the organization.

## ARTICLE III ORGANIZATION

Section 1. The Board of Directors (the Board) will conduct the business of the Cranberry Community Chest as set forth in these By Laws. It will be comprised of eleven (11) members. It will elect officers from its membership. The officers will be President, Vice-President, Secretary, and Treasurer. No officer can hold his office for more than three (3) consecutive years.

Section 2. The Annual Meeting of the organization shall be held at the Cranberry Township Municipal Building at such a time and place as shall be determined by the Board.

Section 3. Board Meetings shall be held on the third Wednesday of each month for ten (10) out of twelve (12) months of the year, or a special meeting may be called by the Board President at least one (1) week in advance.

Section 4. Special Meetings may be called by the President, or, in the absence or incapacity of the President, by the Vice President or by any six (6) directors. One week notice must be given to all Board Members of any special meeting.

Section 5. Quorum and voting.

At all meetings, except for the election of officers and directors, all votes shall be by voice. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

Six (6) members of the Board must be present for a meeting, except that seven (7) members must be in attendance for the annual meeting. A simple majority of the Board Members present and voting at a properly announced Board meeting shall decide all matters of the organization. An agenda must be made available to all Board Members at least (5) workdays before a scheduled meeting. Electronic mail voting is allowed on any subject, as long as a copy of the electronic mail is provided to all Board Members and the electronic mail is read into the minutes at the regular meeting. A member voting by electronic mail is not considered present for purposes of a quorum.

#### ARTICLE IV BOARD OF DIRECTORS

- Section 1. Duties/Responsibilities: It shall be the duty and responsibility of the Board to set policy for the organization which promotes the purpose set forth herein and which is in accordance with the laws governing the activities of non-profit organizations. The Board shall set criteria for agency applications for funding and shall make all final decisions with regard to the disbursement of funds as recommended by the Allocation Committee (see Article VI, Section 2). The Board shall provide any necessary direction to the Executive Committee (see Article VI, Section 2) and take any action necessary for the efficient operation of CTCC.
- Section 2. Number: Eleven (11) members shall constitute the Board. The first Board appointed under these by laws will be appointed by the Board of Supervisors of Cranberry Township for staggered terms of one (1) year (4 directors), two (2) year (4 directors) and three (3) year (3 directors) terms. Thereafter the Selection Committee (see Article VI, Section 2) shall appoint persons to fill expired terms or vacancies.
- Section 3. Term: Directors shall serve terms of two (2) years after which time they may be reappointed by the Selection Committee. No Board member may serve more than three (3) consecutive two-year terms. Members serving one half or more of an unexpired term will deem to have served a full term. After a Director served his/her three (3) terms and sits out for one (1) year, he/she is eligible for appointment to the Board.
- Section 4. Community Service and Financial Support: Directors shall contribute at least 50 hours of community service each year. Directors will also facilitate grants by making an annual financial contribution to CTCC.
- Section 5. Township Liaison: The President of the Board shall request that the Township Manager or his designee attend the meetings of the Board to act as the liaison between the Township and the Cranberry Township Community Chest organization.
- Section 6. Other: No member of the Board of Directors will receive any salary for services. Any Board Member who misses more than two (2) consecutive prescheduled meetings without valid reasons will be subject to dismissal by a vote of the Board. Any Board Member missing three (3) of five (5) consecutive meetings, creating conflict of interest, or voted to be removed by six (6) fellow board members may be dismissed and replaced by the Selection Committee.

#### ARTICLE V DUTIES OF OFFICERS

- Section 1. The President shall preside at the Annual Meeting and at all scheduled and special meetings of the organization. He/She shall issue the call for all such meetings. He/She shall appoint committees as provided in these by-laws and such other committees as the Board may authorize. He/She may serve as a member of all appointed committees. He/She shall be

elected from the membership of the Board at the Annual Meeting and serve for one year or until his successor is elected.

Section 2. The Vice President shall act for the President, at the President's request, or if necessary in the event of the President's illness, incapacity or absence. He/She shall preside at all meetings in the absence of the President. He/She shall be elected from the membership of the Board at the Annual Meeting and serve for one year or until his/her successor is elected.

Section 3. The Secretary shall keep a written record of all meetings of the organization. He/She shall handle all correspondence referred to the organization. He/She shall be elected from the membership of the Board at the Annual Meeting and serve for one year or until his/her successor is elected.

Section 4. The Treasurer shall receive, hold and, subject to the direction of the President and Board of Directors, disburse the current funds of the organization. He/She shall keep the accounts of the organization in suitable books and shall present an annual audited written report at the Annual Meeting. The Treasurer shall maintain bonding as required by the Board of Directors. He/She shall be elected from the membership of the Board at the Annual Meeting and serve for one year or until his/her successor is elected.

## ARTICLE VI COMMITTEES

Section 1. Committees of this organization shall be appointed by the President, if so designated in these by laws, or the Board and their term of office shall be for a period of one year or less if sooner terminated by the action of the Board of Directors.

Section 2. The Permanent Committees shall be:

The Executive Committee shall be responsible for the day-to-day activities of the CTCC. Executive Committee members shall be the President, Vice President, Secretary and Treasurer.

The Allocation Committee shall recommend an annual release of funds. The release will occur at the annual Gala event. Each release will incorporate a formal presentation. The Committee shall examine the requests of each agency requesting funds based upon allocation criteria in Article VII. The Committee shall submit a report to the Board who will make all final decisions with respect to disbursements. The Committee shall consist of three (3) CTCC Board Members appointed annually by the President.

The Selection Committee shall fill vacant positions on the Board. This Committee shall consist of three (3) members of the Board. Committee members will be approved by majority vote of the Board. The Committee will meet annually by the second Wednesday in January to discuss Board Member Applicants. The Committee will advertise vacancies and post Board Member Applications on the website. Prospective members will submit a Board Member Application before December 31<sup>st</sup> for consideration for the next calendar year. The Committee will review applications (including past submissions) and make recommendations to the Board. The nominees will be voted upon and selected by a majority vote of the Board members present at the regularly scheduled Board meeting in January. Committee members will serve until their respective terms on the Board expires or until the Board votes to make changes.

In the event that a vacancy on the Board must be filled prior to the annual selection process, applications will be reviewed by the selection committee and a recommendation will be voted

upon as above. The newly selected member will then fulfill the term of service of the Board member that has resigned.

## ARTICLE VII APPLICATION/DISBURSEMENTS

- Section 1. Agencies or organizations wishing to receive funds from the CTCC shall submit an “Application for Funding” (Exhibit 1). The “Application for Funding” must be presented 90 days prior to the actual funds release date. The Allocation Committee shall review and verify the application and submit a recommendation to the Board, who, by vote, will make the final determination on what application requests to fund.
- Section 2. Disbursements will be made based on the financial condition of CTCC on September 30th of the year prior to allocation. Funds will be disbursed once each year.
- Section 3. By a vote of a majority of all members of the Board can select or designate an organization or agency to receive funds that has not submitted a formal application. In the event the Board so votes, the President will direct the Allocation Committee to verify the agency or organization and the need for funds and report its findings to the Board, which may, upon such verification, vote by a majority of those members present and voting to disburse funds.

## ARTICLE VIII FISCAL YEAR

The fiscal year of the organization shall begin the 1<sup>st</sup> of Jan and close the 31<sup>st</sup> of December each year.

## ARTICLE IX AUDIT

An audit conducted by a Certified Professional Accounting firm of CTCC’s financial records must be completed each year prior to April 15 of the succeeding year. The CPA or the CPA firm may not be a member of the Board.

## ARTICLE X ADOPTION AND AMENDMENT

These By Laws shall become effective upon adoption by the Board. They may be amended at any regularly scheduled or special meeting of the organization by a majority of six (6) members of the Board in two consecutive meetings provided notice of amendment(s) shall have been given with the call for the meeting. In case of a special meeting, the notice shall have been given to all members at least seven (7) days before the meeting date.

## ARTICLE XI RESIGNATION OF CURRENT BOARD OF DIRECTORS

The Board in place at the time these By Laws are first adopted agrees to resign their respective positions effective upon the appointment of the new Board as set forth in Article IV, Section 2.

ARTICLE XII  
CONFLICT OF INTEREST

Conflict of Interest: No member of an agency or organization who has an “Application for Funding” pending before the Board, or intends to apply for funds from CTCC shall be a member of the Board. Should any member of the Board submit an application the Board Member shall notify the President and agree to resign his or her Board position.



2525 Rochester Road  
Ste. 450  
Cranberry Township, PA 16066

### APPLICATION FOR FUNDING

The Cranberry Township Community Chest (CTCC) welcomes the opportunity to partner with a wide array of locally-based non-profit organizations. With a mission to improve the quality of life for Cranberry residents, the CTCC raises funds for non-profit organizations and civic causes which directly benefit the Cranberry community. In doing so, the CTCC ensures that the money we raise within Cranberry Township stays within Cranberry Township.

The following information must be completed and signed by an officer of the organization requesting funding from the CTCC. This application must be returned to the CTCC 30 days prior to the designated fund release date for the current calendar year.

If the space provided is inadequate for your answer to any question, please complete the answer to such question on an 8 1/2" x 11" piece of paper and attach it to this form. Also attach a summary of previous CTCC grants received by your organization.

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Name, Address, and Phone Number of Contact Person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Organization related questions:

a. Is your organization a recognized 501(c)(3) organization? \_\_\_\_\_

i. If so, what is your IRS Tax Identification Number? \_\_\_\_\_

ii. If not, are you related in any way to a recognized 501(c)(3) organization?

\_\_\_\_\_

b. Date incorporated or formed: \_\_\_\_\_

c. Purposes for which your organization was formed and/or presently operates. Please include a description of present and proposed future activities.

---

---

---

---

---

---

---

5. State the amount of money your organization is requesting and the purpose to which such money will be applied:

---

---

---

---

---

---

6. Recipients of funding from the Cranberry Township Community Chest are required to submit a written declaration of the actual usage of the distributed funds within six (6) months of receipt of funds. This declaration must be signed by an officer of the organization. By signing below, agreement to this stipulation is understood and accepted.

DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

SIGNATURE AND TITLE OF OFFICER:

---

Please submit the completed form by one of the following methods:

1. e-mail it to [Info@ctchest.org](mailto:Info@ctchest.org)
2. fax it to 724.776.5488 or
3. mail it via USPS to 2525 Rochester Road, Ste. 450, Cranberry Twp., PA 16066



## Cranberry Township Community Chest Board Member Application

The purpose of this organization shall be to unite into one organization all the civic and charitable activities working for the welfare and improvement of Cranberry Township to:

1. Raise and disburse the funds necessary to support identified charitable and civic causes;
2. Help promote charitable and civic organizations of the Township and help increase their membership and/or volunteers;
3. Improve the lives of less fortunate citizens of Cranberry and improve the quality of life for all; and
4. Keep monies raised in Cranberry Township in Cranberry Township.

Specific responsibilities of CTCC Board Members are described in the CTCC bylaw posted on the CTCC website at <http://www.ctcchest.org/>

Date

Name

Address

Home phone

E-mail

Place of employment

Reason for application

Experience that would benefit CTCC

Comments

Please submit the completed form by one of the following methods:

- 1 e-mail it to** [Info@ctcchest.org](mailto:Info@ctcchest.org)
- 2 fax it to 724.776.5488 or**
- 3 mail it via USPS to 2525 Rochester Road, Ste. 450, Cranberry Twp., PA 16066**