

**The Hestia Women's Giving Circle**  
**By-Laws Adopted May 3, 2006**  
**Revised December 2007, June 2010, June 2017, January 2021**

1. **Mission:** The mission of the Hestia Women's Giving Circle is to promote economic self-sufficiency and well-being of women and girls.
2. **Vision:**
  - 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 significantly contribute to Planned Parenthood of Michigan.
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 vision of the Circle through financial support. Membership levels and policies are set by the Executive Committee. All members are entitled to one vote.
6. **Governance**
  - a. **Quorum:** A quorum for decisions put to the membership, 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. The EC operates with term limits. Members elected to the EC serve a three-year term, with a maximum of two consecutive terms. Officers are elected for a one-year term and may serve a maximum of four consecutive years, with the exception of the Past Chair who may serve in that capacity for two years after her term as Chair ends.

- d. The duties of the officers are detailed in a document titled "HESTIA Executive Committee Duties" but are broadly:
  - i. Chair has general supervision of the business of the organization
  - ii. Vice-Chair
    - 1. assumes responsibilities of Chair as needed;
    - 2. Convenes a nominating committee of at least three members to create a slate of nominations for the Executive Committee.
  - 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 by 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. If 30% is greater than \$15,000 the EC may choose to cap this amount at no less than \$15,000 or the amount of their application request if it is less than \$15,000.
  - ii. Community programs that meet the purpose and mission of the Circle are eligible to receive the remaining 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 mission, goals and granting focus of the Circle. Grants will be given to projects that promote economic self-sufficiency and wellbeing 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. Grant Application process:

1. An application form and process have 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.