

ARTICLE I. NAME OF GIVING CIRCLE

The official name of this giving circle is 100+ Women Who Care Greater Seattle.

ARTICLE II. GIVING CIRCLE PURPOSE

100+ Women Who Care Greater Seattle exists to make a difference by bringing our resources together to increase our impact for the nonprofits in our community. Members select a nonprofit serving King County three times a year to support with our donations of \$10,000+.

ARTICLE III. COMMITMENT

We are striving to increase diversity and representation in both our membership and the nonprofits selected to present at our events.

ARTICLE IV. POLITICAL ACTIVITY

None of the activities of 100+ Women Who Care Greater Seattle shall be associated with any political party, or otherwise attempting to influence legislation.

ARTICLE V. MEMBERSHIP

Members of 100+ Women Who Care Greater Seattle commit to making three \$100 donations/year for a total of \$300 given directly to local nonprofits serving the Greater Seattle area. 100% of these donations goes to the selected nonprofits.

Teams

Membership teams will be composed of 2 to 4 people who share the \$100 donation for each of our 3 events/year. Each team will get one vote per event which is submitted through the team captain. More details are in the FAQ page on our website.

Note: The following section refers to the “Core Team” that manages the activities and affairs of the 100+ Women Who Care Greater Seattle. See ARTICLE VIII. CORE TEAM for details.

Expectations of Members

- 1) Members shall actively nominate local nonprofits for inclusion in our pool of nonprofits if they meet the eligibility requirements specified in Article V Nonprofits Eligibility.
- 2) Members shall have voting privileges for each event to choose the nonprofit to receive 100+ Women’s donation. See more on voting Article VII.
- 3) Members shall fulfill their donation commitment even if:

- a. They are unable to attend the meeting or did not vote online.
 - b. They voted, but not for the nonprofit selected by the majority vote to receive the donation award.
- 4) Members donate through Giving Group, retirement donation fund, or through their company for matching funds:
 - a. Donations are made through Giving Group (Giving.group/100-women-seattle). \$103 is automatically charged to your credit card on file after each of our 3 events.

Note: This includes a 3% processing fee through Giving Group for each donation
 - b. If you work for a company that does gift matching, we encourage you to pursue that option. Members with company matching or a retirement donation fund must notify the Core Team when donations are completed. These members do not sign up with Giving Group.
 - c. If for some reason a member is unable or unwilling due to personal values or religious beliefs, to make a donation, please notify the Core Team prior to the voting event. We understand there can be special and unique circumstances where a donation is not possible.
- 5) Members shall participate in proactively growing our membership.
- 6) Membership is continuous if the member remains current with their contributions 3 times a year. A member may cancel their membership at any time by giving notice to the Core Team.
 - a. A member is no longer considered active if they miss 2 consecutive donation periods.
 - b. An e-mail will be sent to the member in this case. If there is no response in 2 weeks, they will be removed from membership.
 - c. Member is responsible for cancelling their Giving Group account (link will be sent from Core Team). If member does not cancel, Core Team will cancel their Giving Group account.
- 7) Member's contact information will be included in a 100+ Women Who Care Greater Seattle Membership Directory. This information is for use by the Core Team for 100+ Women business only and will not be shared or distributed to an outside third party.

ARTICLE VI. NONPROFIT ELIGIBILITY

Eligibility requirements for a nonprofit are:

- 1) Be nominated by a current member.
- 2) Members cannot be on the payroll of the nonprofit they are nominating.
- 3) Must use funds awarded by 100+ Women Who Care Greater Seattle within the Greater Seattle/King County area.
- 4) Be a registered 501 (c) (3) not-for-profit organization eligible to provide tax receipts for donations.
- 5) Be established for at least one year (no start-ups).
- 6) Agree not to use, give, or sell the contact information of our members for additional solicitation by them or other organizations.
- 7) Not be a National or International nonprofit, program, or organization unless they can commit to designating our donation to the Greater Seattle area. Our focus is on local nonprofits where our contribution can make the biggest impact.

ARTICLE VII. MEMBERSHIP MEETINGS

Nonprofit Selection Events

- 1) Membership meetings for choosing a nonprofit are held three times per year. During each meeting, three eligible nonprofits make a presentation to the membership. One nonprofit is selected by majority vote of the membership to receive 100+ Women Who Care Greater Seattle donation award.
- 2) Attendance at meetings is optional but are strongly recommended. Online voting is available for those unable to attend the meetings.
- 3) Each business meeting is 90-minutes in length and may be preceded by a social hour.
- 4) For each nonprofit selection event, two email notices will be sent out asking members to respond.
 - a. An RSVP email is to determine attendance so the Core Team can plan the event. It will include the date, time, location and nonprofits up for selection.
 - b. Prior to the event, an online voting email is sent to all members to allow voting for those who are unable to attend.

ARTICLE VIII. NONPROFIT SELECTION PROCESS

How are the three nonprofits selected for an event vote?

- 1) Three nominees are drawn at random at the end of each meeting for the following meeting.
- 2) All organizations on our nonprofit list are eligible to be drawn with the following exceptions:

- a. Nonprofits that were drawn but did not receive our donation are eligible after a three-year waiting period.
 - b. Nonprofits that receive a donation from the giving circle are eligible after a five-year waiting period.
 - c. In the event that a nonprofit is unable to attend the event, they must notify the Core Team charity focal prior to the start of the meeting in order to be eligible for selection again after a three-year waiting period.
- 3) If a chosen nonprofit does not respond to our request to speak at the next meeting, the Core Team will randomly select another nonprofit.

How is the awarded nonprofit chosen?

- 1) Information about the three candidate nonprofits will be provided to members for review prior to the meeting.
- 2) The three nonprofits will present at the meeting and voting will follow.
- 3) If a nonprofit provides notification they are unable to attend the meeting, the information they submitted for online voting will be read by one of the Core Team to the attending members.
- 4) Members who are unable to attend can vote online by responding to the email survey prior to the meeting.
- 5) Fund distribution is based on vote tallies. See ARTICLE VII – WHAT IS AWARDED TO THE NONPROFITS for details.
- 6) In the event of a tie, the nonprofit that received the most votes from members in attendance will receive the donation.

What is awarded to the nonprofits?

- 1) Amounts awarded to each of the three selected nonprofits will vary based on membership numbers.
- 2) If membership is at or below 110 members, the chosen nonprofit will receive the entirety of the donation.
- 3) When membership exceeds 110 members, the chosen nonprofit will receive 90% of the donation and the other two nonprofits will receive 5%.
- 4) Regardless of membership size, matching funds will always go to the chosen nonprofit.
- 5) Core team will revisit donation allotment based on membership growth.

ARTICLE IX. CORE TEAM

Section 1. Responsibilities

The activities and affairs of the 100+ Women Who Care Greater Seattle shall be managed by or under the direction of the Core Team. The Core Team will have the power to nominate, appoint and remove Core Team members, establish the overall policy framework for the organization in relation to performance and responsibilities consistent with the organizations mission and with these bylaws.

The Core Team will:

- 1) Provide Strategic Planning for the organization.
- 2) Plan and coordinate three per year membership meetings (nonprofit selection events). This includes arranging event space, event agenda, nonprofit coordination for presentations, and any other pertinent event activities.
- 3) Maintain and distribute voting ballots for each nonprofit selection event.
- 4) Manage the Giving Group account payments to nonprofits and track all donations.
- 5) Arrange for donation presentations to the nonprofit.
- 6) Vet nonprofits that are nominated to ensure they meet the requirements stated in ARTICLE V. NONPROFIT ELIGIBILITY.
- 7) Distribute monthly newsletters to members and community articles to keep all informed of 100+ Women activities.
- 8) Maintain all the assets associated with 100+ Women that are used to manage the organization:
 - a. Membership Directory and donation history
 - b. 100+ Women Website and Facebook page
 - c. 100+ Women Gmail account
 - d. 100+ Women OneDrive
- 9) Solicit input from membership as needed.
- 10) Solicit input from membership as needed and procure member volunteers and chairing committees as needed.
- 11) Maintain records for contracting with vendors, regulatory agencies, and other organizations as needed.
- 12) Attend Core Team meetings and actively participate in planning of each event to remain a Core Team member.

Section 2: Number of Core Team Members and Terms of Office

The number of Core Team members can vary and is decided by consensus of the existing Team. After a Core Team member has served two years and would like to step down, a communication will go out to the membership for volunteers to fill the position. If there are multiple volunteers for one position, the position will be filled by a consensus vote of the existing Core Team members. A two-year commitment is required to become a Core Team member.

Section 3: Core Team Roles

- 1) Core Team Leader
- 2) Nonprofit Focal
- 3) Event Planner
- 4) IT Focal
- 5) Membership Focal
- 6) Sponsorship Focal

Core Team members may fill multiple roles. Details of these roles are documented in a separate document.

Section 4: Core Team Meetings & Actions

Regular Meetings

The Core Team shall hold at least four in person meetings every calendar year. If there is business that needs attention prior to regular scheduled meetings, a special meeting may be called by any member of the Core Team.

Decisions for regular meetings: A majority of Core Team members must be present to constitute a quorum. Decisions at regular meetings are made by consensus of members present.

Special Meetings & Actions

To address business outside of regular Core Team meetings, a special meeting may be held in person or a virtual meeting. Virtual meetings require a majority of Core Team members or else business will be addressed via email.

Decisions for virtual meetings: These decisions are made by consensus of members attending (same as regular meetings).

Decisions for email business: Core Team members will be given 7 days of notice on any business items requiring a vote by mail. Consensus of all Core Team members is required for email votes.

Emergency Meetings at Events

In the event of an emerging issue at a 100+ Women Who Care Greater Seattle event, the members present at the event constitute a quorum and may vote to make a decision on the issue. This action is reserved for emergencies only.

Decisions for emergency meetings: Consensus of all Core Team members present at the event is required.

Section 5: Volunteers and Committee Support for the Core Team:

Volunteers may be utilized to help carry out the responsibilities of the Core Team. The Core Team may create one or more committees, each consisting of one or more member.

ARTICLE X. DISSOLUTION

100+ Women Who Care Greater Seattle may be dissolved only by authorization by its Core Team. Upon dissolution or other termination, all remaining assets of 100+ Women Who Care Greater Seattle, after payment in full of all its debts, obligations, and necessary final expenses or provisions, will be distributed to one or more of the 501 (c) (3) organizations on the active Nominated Nonprofit List chosen by a majority of the then existing Core Team. All other assets identified in ARTICLE VIII. CORE TEAM, Section 1: Responsibilities will be deleted including all the files belonging to each asset.

ADOPTION OF BYLAWS

We, the undersigned, are all the Core Team members, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the preceding pages, as the Bylaws of this corporation.

ADOPTED AND APPROVED by the Core Team on this 14th day of March, 2021.

Paula Rothkopf
APPROVED: Core Team Leader