

**UNITED WAY OF COLQUITT COUNTY
AGENCY MEMBERSHIP PROVISIONS**

A. All members shall agree to:

1. Cooperate with other agency members of the United Way of Colquitt County (UWCC) in eliminating duplication, securing economy and securing efficiency.
2. Accept the budget for the year as approved by the Board of Directors of the UWCC. The approval of the budget by the Board of Directors shall be final. Any agency desiring to withdraw from the United Way, for any reason, shall notify the Executive Director of the organization, in writing, of its decision within 30 days of notification of the approved budget.
3. Maintain such books and records as may be necessary to produce desired information on finances and services.
4. Give free access to their books of account and records for examination by authorized representatives of the UWCC.
5. Make no solicitation for current expense funds, within the territory covered by the UWCC's campaign, including ticket sales, bazaars, etc. without the prior knowledge and consent of the Directors of the UWCC. This provision is understood to cover those situations where the solicitation is made in the name of an agency financed by the UWCC although the purpose is to raise money for a division of service not financed by the UWCC.
6. Make no solicitation of capital funds within the territory covered by the UWCC's campaign without the prior knowledge and approval of the Director's of the UWCC and abiding by the decisions of said Director's as to time of such solicitation and manner in which it will be conducted. This provision is understood to cover those situations where the solicitation is made in the name of an agency financed by the UWCC although the purpose is to raise money for a division of service not financed by the UWCC. Capital Fund Drives may be approved by the Directors of the UWCC with payments to be made over one or more years time period.
7. Operate under the management of a responsible local Board of Directors who shall hold regular meetings, at least quarterly, or under such management as may be authorized by the Executive Committee.
8. Report bi-annually to the Director of the UWCC. The reports are to include a financial statement, numbers served, and outcomes and expenditures of programs and services offered.
9. Consider these by-laws to be in effect in all particulars throughout the entire fiscal year, except as otherwise provided in any contract between such institutional member and the UWCC.

- B.** If a member agency is affiliated with a national organization whose Constitution or By-laws contain any provision in conflict with any provision of these By-laws, the Board of Directors of the UWCC shall have authority to make contracts with such member agency in accordance with the provisions of the Constitution or By-laws of such national organization, and such contracts shall be binding upon the UWCC.

- C. Funds shall be disbursed to member agencies on a monthly basis or in a manner approved by the Board of Directors of the UWCC.
- D. The Board of Directors of the UWCC may terminate the membership of any institutional member by two-thirds vote of the members present at any regular or special meeting of the Board, provided, however, said member and each member of the Board shall receive at least thirty days written notice of such proposed action, and the time and place of said meeting. Any institutional member may resign from membership in the UWCC upon thirty days written notice to the UWCC. (See A-2)
- E. Member agencies shall be required to attend fund raising events sponsored on their behalf by the UWCC. This shall include, but is not limited to, Campaign Kickoff, and Campaign Victory events. Bi-Annual meetings of member agencies will be held and attendance is requested for the purpose of networking and sharing information which may assist agencies in their delivery of programs and services to this community.
- F. In compliance with the USA Patriot Act and other counterterrorism laws, the UWCC requires that each agency certify the following: "I hereby certify that all United way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders."
- G. It is understood by member agencies that failure to comply with the requirements set forth in this agreement could result in the loss of funding by the UWCC.

On behalf of _____

I accept and agree to the above Institutional Membership Provisions of the United Way of Colquitt County on this _____ day of _____, 20____.

Agency Director

Agency Chief Volunteer Officer

Executive Director, United Way

Amended February, 2013