

**BYLAWS GOVERNING THE TRINITY
UNITED METHODIST CHURCH FOUNDATION
2016**

The Trinity United Methodist Church Foundation was created by vote of the Trinity United Methodist Church Charge Conference on December 20, 1982. With the development of the Foundation and the growth of the ministries of Trinity United Methodist Church, it is advisable to review and update the Bylaws of the Foundation from time to time. Therefore, the Bylaws of the Board of the Trinity United Methodist Foundation shall be as follows, effective upon approval by the Leadership Board.

Article I - Purpose

I-1 The purpose of the Foundation is to encourage and promote gifts to Trinity United Methodist Church to support and enhance Trinity's mission, manage gifts in a prudent manner, and make grants in support of Trinity's mission.

Article II – Board

II-1 The Foundation shall be administered by a Board. The Board shall consist of twelve members who will serve three-year terms and the Senior Minister. A class of four members nominated by the Nominating Committee shall be elected each year by the Charge Conference. A representative of the Trinity Business Office shall serve as a non-voting member of the Board and shall attend all Board meetings.

II-2 Board Members may serve no more than two successive terms.

II-3 One member of the Board, nominated by the Nominating Committee and elected by the Charge Conference, shall serve as Chair for one year. The Chair may be re-elected to successive terms as the Chair.

II-4 Meetings of the Board shall take place upon call by the Chair with notice to all board members. A majority of the elected members of the Board shall constitute a quorum. Board meetings shall be open to any Trinity member.

II-5 The responsibility and authority of the Board shall be to:

(a) develop and promote giving to Trinity, other than annual pledges and plate offerings

- that support the operating budget and special campaigns;
- (b) establish investment policies and hire, as needed, investment advisor(s) and/or investment manager(s);
- (c) recommend the percent of the Permanent Endowment Funds to be used for the annual grant budget with the objective being to preserve capital;
- (d) approve and authorize grants and expenditures;
- (e) maintain permanent records of its actions;
- (f) review and supervise the Foundation's financial records maintained by Trinity's Business Office;
- (g) provide an annual report to Trinity's congregation, which shall include:
 - (i) a balance sheet showing the assets and liabilities of the Foundation;
 - (ii) all contributions and other income received by the Foundation and expenses incurred since the previous annual report;
 - (iii) all distributions or grants made or authorized since the previous annual report;
- (h) make its records available to any member of Trinity upon reasonable request; and
- (i) annually conduct a financial review of all foundation funds or appoint or hire someone to conduct such review.
- (j) create sub-funds and transfer money within the Foundation to seed such funds as long as the Permanent Endowment corpus is substantially preserved.

II-6 The Chair may appoint members of the Board to such committees as the Chair may create, including, but not limited to:

- (a) a Development and Publicity Committee;
- (b) an Investment and Finance Committee; and
- (c) a Grants Committee.

Trinity's Business Manager and Finance Committee Chair shall serve as ex officio, non-voting members

of the Foundation's Investment and Finance Committee.

Article III – Administered Assets

III-1 All gifts to Trinity other than in payment of pledges and plate offerings in support of the operating budget and special campaigns shall be administered by the Board in accordance with these Bylaws. Such gifts include, but are not limited to:

- (a) money or property that is specifically designated for the Foundation;
- (b) all gifts as a consequence of:
 - (i) a bequest under a will;
 - (ii) a distribution from a decedent's trust;
 - (iii) a decedent's beneficiary designation under a life insurance policy, annuity, retirement account or plan, or other non-testamentary transfer; and
- (c) all gifts in memory or in honor of a person or event (such as marriage, anniversary, graduation or death).

III-2 All gifts of money and property administered by the Foundation shall be allocated to one of the following funds:

(a) Permanent Endowment Fund

Gifts specifically made to the Permanent Endowment Fund shall be accounted for separately from the remainder of the Foundation funds. Gifts for the Permanent Endowment Fund may be designated for Ministry, Mission or Youth. A donor may create a separate Permanent Endowment Fund for a separate and particular purpose with a minimum gift of \$50,000. Gifts to the Permanent Endowment Fund with no particular purpose shall be placed into the General Permanent Endowment Fund. Grants may be approved by the Board up to a percentage (Article II-5, c) of the Permanent Endowment Fund approved annually by the Leadership Board.

(b) Unrestricted and Undesignated Fund.

All gifts not designated for a Permanent Endowment Fund or not designated for a particular stated

purpose to be used within two years shall be placed into the Unrestricted, Undesignated Fund. This includes any and all gifts given in memory of or in honor of a person or event such as a birthday, marriage, anniversary, graduation or death.

Unrestricted Funds are available for grants without dollar limit up to the full value of the Undesignated fund. Grants from the Unrestricted, Undesignated Fund in excess of \$25,000 shall be submitted to the Leadership Board for approval.

(c) Unrestricted Fund with a Designated Purpose.

The Board may accept gifts for a particular current use specified by the donor if the Board determines that

- (a) the specified purpose is consistent with Trinity's mission;
- (b) there is an identified need that can be met by the gift and
- (c) the Business Office is prepared to undertake the proposed project and supervise the

expenditure of the current use gift.

All such gifts to the Unrestricted, Designated Fund shall be used within two years of the gift. Any funds remaining after the specific purpose has been met shall be placed in the Unrestricted, Undesignated Fund unless specifically designated by the donor to go into on of the Permanent Endowment Funds (Undesignated, Ministry, Mission or Youth).

III-3 A Donor may create a "Named Fund" under the Permanent Endowment General Fund; Permanent Endowment Ministry Fund; Permanent Endowment Mission Fund; Permanent Endowment Youth Fund; Unrestricted Undesignated Fund or Unrestricted Designated Fund with a gift to such fund of not less than \$10,000. Once such Named Fund(s) is established, any gift may be designated to be added to it as long as the fund exists.

III-4 All funds shall be managed in accordance with the Investment Policy of the Foundation.

Article IV – Grants

IV-1 The Board shall receive and review all requests for grants in support of Trinity's mission. Grants may be approved for purposes that are not ordinarily encompassed by Trinity's operating budget and for which other funds are not readily available.

IV-2 Grant requests shall be submitted to the Board on an approved application form. The proposal shall specify in detail the need and the amount requested to meet the need, why the need cannot be met from funds available in the operating budget, who will be responsible for supervising the management of the grant proceeds, and how the mission of Trinity will be supported by the grant.

IV-3 Prior to submission of a grant request, applicants shall obtain the written endorsement of the proposal by the Senior Minister. If the grant request is for funds to purchase furniture, equipment, software or other tangible property of a value in excess of \$10,000.00, the applicant shall also obtain the endorsement of the proposal by an authorized member of the Trustees. If the Senior Minister does not endorse the grant or recommends grant approval differently than the Board, grant proposals may be approved, denied, increased, or decreased by a two-thirds vote of the elected members of the Board.

IV-4 All Grants shall be approved in language stating “up to” the approved amount. No Foundation funds shall be disbursed in excess of the approved amount. Any funds that are approved but not disbursed due to lack of need of the full amount approved by the Board shall remain in the particular fund from which the grant was approved to be disbursed.

IV-5 Grants shall be disbursed by Trinity’s Treasurer or Business Manager as approved pursuant to these Bylaws.

Article V – Interpretation and Amendment

V-1 These Bylaws are subject to The United Methodist Book of Discipline. If necessary, interpretations shall be made by the presiding Bishop of the West Ohio Conference.

V-2 These By-laws may be amended from time to time by a two-thirds affirmative vote of the elected members of the Board at a meeting next succeeding the meeting in which such amendments are proposed. All amended by-laws must be subsequently approved by the Leadership Board.

Approved by Leadership Board and effective on October 26, 2016.