

# Bylaws of Friends of Elk Hill

Re-established: October 2020

## Entity

1.1 Name. The name of this group shall be “Friends of Elk Hill”.

## Mission

2.1 Purpose. The principal purpose of Friends of Elk Hill (FEH) shall be to support the mission of Elk Hill.

### **Elk Hill’s Mission Statement:**

Elk Hill enables children and families to transform overwhelming challenges into successful futures.

Through specialized education, community-based services and residential treatment programs, children and families can discover the academic, vocational, behavioral, and relationship skills they need to be successful.

2.2 Vision. Friends of Elk Hill aims to engage young supporters from the Central Virginia region in the work of Elk Hill through social cause-related activities and leadership development opportunities. The group will use social engagement as a fundraising and volunteer vehicle for Elk Hill. The long-view goal of the Friends of Elk Hill is to once again cultivate the next generation of Elk Hill stakeholders as Board members, advocates, and major gift donors.

## Membership

3.1 Levels. There are several membership levels for Friends of Elk Hill including leadership roles and general at-large participation.

3.2 Recruitment. The membership goal shall be a minimum of 12 individuals and no more than 30. Prospective members may apply for membership during recruitment. Current members should participate in the recruitment of new members. Diversity (cultural, racial, religious, gender, etc.) and inclusion shall be a top priority of member recruitment.

Membership is targeted at:

- Young professionals (or “young at heart”) from the Central Virginia region
- Individuals with an interest in children’s issues, specifically child welfare
- Individuals who, either directly or indirectly, can assist with Elk Hill’s fundraising goals
- Individuals with a passion for volunteerism

3.3 Terms. Membership terms shall last one calendar year starting in October and finishing in September of the following year. Individuals are eligible for membership renewal on an annual basis providing they have met the necessary criteria for participation as a member. Members may move between membership levels during a given board term based on need. The membership levels are as follows.

## **Roles**

4.1 Member At-Large. All members of Elk Hill not serving in a leadership role are considered at-large. At-Large Members attend and actively participate quarterly meetings in support of fundraising, volunteer, and advocacy initiatives as determined by Friends of Elk Hill. Members At-Large serve a one (1) year term with the possibility of annual renewal providing they have met the necessary criteria for participation as a member.

4.2 Chair. The Chair of Friends of Elk Hill will oversee running quarterly meetings and managing member participation and engagement. The Chair shall have the privilege of sitting on Elk Hill's Board with all privileges and shall provide updates and news regarding Friends of Elk Hill. The Chair will serve as the primary voice in representing FEH at fundraising and volunteer events. The Chair shall work with the Elk Hill Liaison to acknowledge and thank the efforts of all Friends of Elk Hill members. To be eligible to serve as Chair, an individual must have served a minimum of one (1) year on FEH as a Member At-Large and/or Vice Chair and should excel in the representation of Elk Hill. The term of the Chair shall last one (1) calendar year starting in October and ending in September of the following year. The Chair may seek one (1) additional term, for two (2) total years of service. Following the completion of service, a Chair may return at at-large membership of FEH. Exceptions may be made if no candidates express interest in the role of Chair. The Chair shall serve on the FEH Leadership Committee.

4.3 Vice Chair. In the event the Chair is unavailable, the Vice Chair shall assume leadership of Friends of Elk Hill. The Vice Chair may sit in on Elk Hill's board meetings in the absence of the Chair to provide updates and news regarding FEH. They will oversee running quarterly meetings in the absence of the Chair. The Vice Chair will work under the Chair to assist in the representation of FEH at fundraising and volunteer events. The term of the Vice Chair shall last one (1) calendar year starting in October and ending in September of the follow year. The Vice Chair may seek one (1) additional term, for two (2) total years of service. Following the completion of service, a Vice Chair may return at at-large membership of FEH. While the Vice Chair role is intended to be a pipeline to serving as Chair of FEH, with preference in the event of a Chair vacancy, the Vice Chair is expected to meet all the necessary criteria for promotion. The Vice Chair shall serve on the FEH Leadership Committee.

4.4 Elk Hill Staff Liaison. Elk Hill shall provide a staff representative to serve on Friends of Elk Hill. The Elk Hill Liaison shall be responsible for assisting the Chair and Vice Chair in creation of agendas, minutes, printed materials, speaking points, and other materials. In addition, the Elk Hill Liaison shall be responsible for communicating relevant internal information from Elk Hill to the Chair and Vice Chair. If a Chair or Vice Chair are unavailable to lead a quarterly meeting, the Elk Hill Liaison shall serve as lead. Additionally, the Elk Hill Liaison may give quarterly reports on behalf of FEH in the absence of the Chair and Vice Chair at quarterly Elk Hill board meetings. The Elk Hill Liaison shall serve on the FEH Leadership Committee.

## **Expectations**

5.1 Support. While there is no exact monetary requirement for membership on Friends of Elk Hill, all members are expected to give or support fundraising at some level. This may include

both monetary amounts such as individual or corporate giving, as well as volunteerism beyond quarterly meetings and other initiatives adopted by FEH. Members that do not provide monetary or volunteer support shall be reviewed at the end of their term and may become ineligible for annual renewal.

5.2 Attendance. There shall be a minimum of four (4) quarterly meetings per calendar year, in which members must make every effort to attend either in-person or by phone/virtual call. Additional meetings may be scheduled based on need. If a member is unable to attend to a quarterly meeting, they should agree to read up on meeting minutes and direct any questions or concerns to the Chair, or Vice Chair in absence of Chair. Members that do not attend 50% of quarterly meetings will be ineligible for annual renewal. As needed, committees or subcommittees may be formed on Friends of Elk Hill to evaluate or execute projects and initiatives. The Chair and Vice Chair shall serve on the Leadership Committee with the Elk Hill Liaison. Additional meetings may be scheduled for members of a committee or subcommittee.

### **Leadership**

6.1 Appointment. All vacant leadership positions shall be advertised to members of Friends of Elk Hill. Members may express interest in a vacant leadership position, so long as they meet the necessary criteria. The Leadership Committee shall discuss the vacant position with interested individuals to select a qualified individual. If multiple individuals have expressed interest in a vacant leadership position and have been deemed qualified by the Leadership Committee, the Leadership Committee may recommend a vote from all active members, as needed.

### **Voting**

7.1 Group Votes. If an initiative, project, issue, or leadership appointment requires a group vote, all active members shall be eligible to vote. Votes may be conducted during quarterly meetings or online, as needed. All approvals/disapprovals or appointments shall be the majority result of the vote.

### **Finances**

8.1 Goals. Friends of Elk Hill will begin with a modest \$2,500 fundraising goal for their first term to be evaluated annually. This sum is a group-wide goal that can be earned via ticket sales to an annual farm-to-table event, smaller fundraising events, and/or individual or corporate contributions.

8.2 Flagship Event. FEH shall adopt the annual farm-to-table event as their flagship event. Members of FEH are expected to support the flagship event by promoting ticket sales, assisting in sponsor solicitation, participating in planning discussions, and attending and/or volunteering at, or leading up to, the event.

### **Amendments**

9.1 Process. Any amendments to these bylaws shall be drafted by the Leadership Committee, presented to members of Friends of Elk Hill, and ratified by majority vote of members. At-large members may submit amendments to the Leadership Committee for review.