

# Community Foundation of Rutherford County

## CFRC Guild Charter

### Purpose

In accordance with the Bylaws of the *Community Foundation of Rutherford County* (“Foundation” or “CFRC”), the CFRC Guild (“Guild”) is established as an auxiliary volunteer body aligned with the Foundation’s Board of Directors and functioning in a manner consistent with a Board committee structure. The Guild supports and advances the Foundation’s mission and charitable objectives through community engagement, volunteer service, and fundraising activities, while fostering awareness, participation, and philanthropic involvement throughout the CFRC service area.

### Authority and Oversight

The Guild is established under the authority of the Foundation’s Board of Directors. It operates as an auxiliary volunteer body and does not possess independent legal status or fiduciary responsibility. All Guild activities shall align with the Foundation’s mission, values, and policies, and shall be conducted in accordance with guidelines approved by the Foundation’s Board of Directors.

### Purpose and Objectives

The objectives of the Guild include:

- A. Promoting community awareness and understanding of the Foundation’s mission and impact.
- B. Assisting with Foundation-sponsored events, programs, and community initiatives.
- C. Supporting fundraising activities such as Cuisine & Corks, the CFRC Rodeo, and other approved Foundation events.
- D. Encouraging volunteer participation and community involvement in Foundation programs and activities.
- E. Serving as ambassadors for the Foundation.

### Membership

Membership in the Guild shall be open to individuals who support the mission and objectives of the Foundation. Members are expected to actively participate by contributing their time, expertise, and resources in support of the Foundation’s programs and initiatives. Membership dues, if any, shall be determined by the Board of Directors. Membership may be reviewed or discontinued in accordance with applicable Foundation policies.

### Guild Leadership – Officers of the Guild

The Guild shall function in a manner consistent with a committee of the Board led by Officers of the Guild consisting of:

- Guild Chair
- Guild Vice-Chair
- Guild Secretary

The Guild Officers shall organize and direct Guild activities, meetings, and committees in collaboration with CFRC leadership. The Guild Chair shall serve a one-year term and may be reappointed annually by the Chair of the Board. Officers may be removed or replaced in accordance with Foundation policies.

### Committees

The Guild may establish standing or ad hoc committees as needed to support its objectives, including but not limited to:

- Event Planning Committee – to assist with Foundation and Guild fundraising events.
- Community Outreach Committee – to promote awareness and engagement.
- Volunteer Coordination Committee – to organize and manage volunteer participation at Foundation functions.

All committees shall operate under the direction of the Guild Chair and in coordination with a Board Liaison or other representative designated by the Foundation.

**Meetings**

The Guild shall meet at least quarterly, or as determined by the Guild Chair and approved by the Foundation. Special meetings may be called by the Guild Chair or at the request of the Foundation’s Chair of the Board or Executive Director.

**Reporting Structure**

The Guild shall report to the Foundation’s Board of Directors through the Chair of the Board and Executive Committee, or through a designated Board Liaison or Executive Director as determined by the Board. The Guild Chair shall provide periodic updates and reports on Guild activities, participation, and outcomes.

**Fiscal Accountability**

All funds raised or received by the Guild shall be deposited and managed through the Foundation’s established financial accounts. The Guild shall not maintain a separate bank account or act as a fiscal entity independent of the Foundation. Expenditures and disbursements shall be made in accordance with the Foundation’s financial and accounting policies.

**Amendment and Dissolution**

This Charter may be amended, suspended, or dissolved at any time by a majority vote of the Foundation’s Board of Directors. The Guild operates in compliance with all applicable Foundation policies.

**Adoption**

This CFRC Guild Charter was adopted by the Board of Directors of the *Community Foundation of Rutherford County* on the 23<sup>rd</sup> day of April, 2026 .

  
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Chair of the Board (Signature)

**Kelly G Rollins**  
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Chair of the Board (Print Name)

**April 23, 2026**  
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Date