

**POLICIES,**

**FUNDING GUIDELINES,**

**&**

**BY-LAWS**

**The Andona Society, Inc.**

**Founded March 31, 1952**

**Andover, Massachusetts**

**2017-2018**

**For Reference:**

Tax Exempt No.: 04-619-2700

Mailing Address: Andona Society, Inc.

P.O. Box 256

Andover, MA 01810

Web address: www.andona.org

General email: contact@andona.org

Note: For All Members

Andona membership rosters are to be used solely for the purposes of communicating with members on Andona

activities. Membership information should be kept confidential and must not be used for any other purposes such as for mailings (electronic or otherwise) or for calling programs.

Thank you, Jennifer Sloan

President, 2016-2018

**POLICIES**

All Active members are required to work the entire day of ClownTown, and are encouraged to dress as a clown when feasible. All Active members are encouraged to volunteer at a Civic or Fundraising event. Senior actives are encouraged to work at ClownTown.

If interested members are present, chairs for the following year will be filled at the wrap-up meeting of the particular event. If first year projects logically flow into chairs (e.g., ClownTown Games), then those chair positions will be filled by those first year members the following year. Members may sign up for remaining chair positions throughout the year.

The decision was made in 1994-1995 to no longer lend any

Andona properties to individuals or other organizations.

The decision was made in 2017 to consolidate the Andona Society Scholarship Trust bylaws and the responsibilities of the scholarship trustees under one organization, that of the Andona Society, Inc.

Andona membership rosters are to be used solely for the purposes of communicating with members on Andona activities. Membership information should be kept confidential and must not be used for any other purposes such as for mailings (electronic or otherwise), or for calling programs.

**INVESTMENT POLICY OBJECTIVES**

Andona’s funds should be invested in such a way as to achieve the following: to preserve capital, to ensure adequate operating liquidity, and to generate favorable yield within the limitations of these guidelines and relative to market conditions.

**ELIGIBLE INVESTMENTS**

* Commercial bank savings accounts, money market accounts and certificates of deposits; all with FDIC insured institutions.
* Obligations of the U.S. Treasury, U.S. Federal agencies and obligations guaranteed by the U.S. Government or its agencies.
* Shares of institutional money market funds that have no loads and maintain a constant net asset value. Such funds should be invested in U.S. Government-backed securities.
* Funds designated for the Andona Society, Inc. Scholarship, Fund shall be invested and administered according to Article XI.

**MATURITY**

The maximum maturity of investments should be two years.

**LIQUIDITY**

An amount sufficient to meet the operating needs of Andona’s budget shall be maintained in an account upon which checks may be drawn. All other amounts should be invested.

**FUNDING GUIDELINES**

**ELEMENTARY ALL-TOWN CULTURAL PROGRAM**

Andona is committed to providing financial support to

Andover elementary schools for programs beyond the schools' budgets. This financial commitment is supplemental to other contributions made by Andona to this particular age group.

In order to ensure equity, take advantage of cost benefits (i.e., multiple site bookings) and consistency of programming to

each school, Andona will make an annual one-time (within the

Andona organization fiscal year) contribution toward an all-school cultural enrichment program, in addition to individual grants to the elementary schools as specified below, based upon the following parameters:

● **Purpose:** To support a cultural enrichment activity appropriate to and of interest to all Andover elementary schools.

● **Methodology:** Cultural enrichment activity to be determined by and agreed upon by the Andover All Town Cultural Committee or their appointed designees.

● **Approval Process:** To be reviewed by the Board and presented for acceptance by the general membership.

● **Amount:** Up to $4,000. Other requests, including those from individual PTO’s, will be considered.

*NOTE: Actual grant amounts are dependent upon availability of funds. Special gifts of exceptional funding are considered.*

**GENERAL FUNDING GUIDELINES**

**Focus: ANDOVER YOUTH**

Youth is defined as 18 years or less; or less than 21 years and a full time day student; or totally disabled and fully dependent on caregiver support.

**Program Areas:** Sports/Recreational Educational/Academic

Citizenship

Health/Safety

 Art/Cultural

**Grant Recipients:**

Public Institutions & Related Programs

Nonprofit Organizations

**Grant Request Guidelines:**

Provide statement of who is served, numbers served, services provided, service to be funded, requested grant amount, and other sources of funding.

**Geographic Area:**

Andover or Greater Lawrence organizations that service the youth of Andover.

**Funding Period:**

One request per organization may be granted annually within the Andona organization’s fiscal year upon receipt of request and vote of the membership. (Funding Review Period: September through June as determined by the annual calendar.)

**Recommended Levels of Support :**

Community Enrichment/Sports/Recreation Up to $500

Nonprofit Organizations Up to $500

Elementary Schools Up to $1,500

Middle School Up to $2,000

High School

Curricular Departments Up to $500

Sports/Clubs Up to $500

Senior Safari Up to $2,000

*NOTE: Actual grant amounts are dependent upon availability of funds. Special gifts of exceptional funding are considered.*

**Submit Fund Requests To:**

President@Andona.org

**BOARD OF DIRECTORS**

**Executive Committee Officers**

President Jennifer Sloan Vice President Linda Haskell Secretary Suzanne Miller Treasurer Lisa Kole Ways & Means Whitney Volz & Yvonne Ratner

**Standing Committee Chairpersons**

Civic Heather Nash Meetings Tricia Brown Publicity Renee Poor

Website Stacia Miele Dues Rosanna Rickards

**PROJECTS**

Andover Day September 9, 2017

Santa Parade Sunday after Thanksgiving Shine the Light on Andover Winter Solstice ClownTown Third Weekend in May (Fri & Sat)

**ANDONA SOCIETY BYLAWS**

**ARTICLE I - Name**

The name of this organization shall be the Andona Society, “AN” for Andover, “DONA” being the Latin word for give, hereby referred to as Andona.

**ARTICLE II - Object**

**Section 1.** The primary objective of this charitable organization is to aid the youth of Andover by raising funds through various functions from time to time and to be able to assist various other organizations, groups and individuals by a gift of money or equipment to help said youth.

**Section 2.** Andona shall maintain an account to annually fund at least one of the scholarships described in Sections 3 and 4 below. This account shall be maintained according to Article XI.

**Section 3.** Andona shall provide five $2,000 scholarships to qualified graduates of Andover High School, Greater Lawrence Regional Technical School and/or private schools to be used

for the first year of post-secondary school. The applicants must have their principal residence in Andover, be ranked in the top

50% of their class, and have plans to continue their education after graduation from high school.

**Section 4.** Andona shall provide one of the above scholarships, “The Perseverance and Character Award”, formerly known as the PAC 766 award, to a qualified Andover resident enrolled as a senior at Andover High School for the first year of post-secondary school.

**Section 5.** The awarding of scholarships referred to in

Section 3 above will be determined by the Scholarship Committee. These scholarships shall be based on academic merit, character, scholarship and community service, as well as extracurricular and employment activities, during the full

period that a proposed applicant has been enrolled in high school. Consideration will be given to graduating seniors who are children of an Andona member.

Andona shall designate one of the scholarships, “The Anita Howe Memorial Scholarship”, to a qualified Andover resident in memory of our first president and one of our founding members. This scholarship shall be given to a student who has displayed an exceptional commitment to community service, in additional to other qualifications. The recipient of this scholarship shall select a community service group in keeping with Andona’s funding guidelines and mission to which Andona shall award up to $500. The selected recipient of these funds shall be approved by the Executive Board.

The award of the scholarships referred to in Section 4 above will be determined by the Scholarship Committee with assistance from the Andover High School Guidance Department. If, in any given year, none of the applicants meets the criteria or insufficient funding exists, no scholarship will be awarded.

**Section 6.** Andona shall provide camperships as directed by the membership. Such awards shall be based on the financial need of each potential recipient and the recipient's immediate family or legal guardian or on other considerations as determined by the Andona membership. The amount of each campership award and the total number of awards shall be determined by the funds made available to the Campership Chairwoman by the Andona membership on an annual basis. Only one campership will be awarded per child per year. The Treasurer shall be provided with a duplicate copy of names of campership recipients. To help support the organization's desire to do "angel funding" through the sponsorship of vouchers for Andona events, or other requests received, the Civic Chair will bring forth requests for approval under the campership guidelines and annual budget.

**Section 7.** Andona shall provide any other financial assistance to organizations as directed by the membership.

**ARTICLE III – Membership**

The membership of Andona shall consist of persons who meet the requirements as stated in the By-laws.

**Section 1.** The categories of membership shall be Active, Senior Active, Associate, and Charter. Residents of Andover make up the membership, but non-residents who reside within a reasonable distance of Andover are also welcome to become active members.

a. **Active members** are members who consider themselves actively engaged in the business of Andona. Active members must pay dues and are encouraged to attend the majority of general meetings each year. She has the right to vote and propose candidates for membership and to serve on committees. After completion of one year of membership, she has the right to hold office.

b. Following completion of her first year an Active member may choose to move to Senior Active status or continue as an Active member.

c. **Senior Active** members are members who have completed their first year and desire to limit their activity in Andona. A Senior Active member is required to pay the same dues as specified in Article IV below. She will have the right to vote, serve on committees (except Nominating) and to propose candidates for membership. She may not hold an executive office.

d. **Associate members** are members who have completed their first year as an Active member and at least one year

as a Senior Active. Although Associate members continue in their support of Andona, they have been granted exemption by the Board of Directors from the stated duties of the Active member. They may volunteer for

committees and vote. They are not allowed to serve on the board.

e. **Charter members** are the founders of the Andona Society.

f. Members may change membership status with notification

to the Dues Chairperson.

**Section 2.** New members must be at least 21 years of age and reside within Andover or within a reasonable distance of Andover.

**ARTICLE IV – Dues**

The annual dues shall be $35.00 for Active members; $25.00 for Senior Active members; $15.00 for Associate members and Non-Resident members. Charter members shall be exempt

from paying dues. Dues will be payable annually at the September general meeting. Members whose dues remain unpaid by the ensuing annual meeting may be dropped from the membership. Each member is responsible for verifying their dues payment with the Dues Chair before the annual meeting in June.

**ARTICLE V - Meetings**

**Section 1.** It is recommended that there be up to six general meetings annually and "Robert's Rules of Order" govern the procedure of all meetings.

**Section 2.** One-fourth of the Active members (not Senior

Active Members) shall constitute a quorum.

**Section 3.** The order of business shall be:

a. President’s Report b. Secretary's Report c. Treasurer's Report d. Fund Requests

e. Ways and Mean’s Report f. Vice President’s Report

g. Committee Reports h. New Business

The order of business may change as needed.

**Section 4.** The June meeting will be the annual meeting and

officers will be elected at this time. Annual reports from all members of the Board of Directors will be submitted to themembership at or prior to the September meeting.

**Section 5.** The fiscal year of Andona shall be August 1st

through July 31st.

**ARTICLE VI – Executive Officers**

The executive officers of Andona shall be the President, Vice President, Secretary, Treasurer, and the Ways and Means Chair(s). These officers will constitute the Executive

Committee and shall be elected for a two-year term during even numbered years. All executive officers shall make a report of their activities at each Andona meeting and shall submit a copy of their annual report to the Secretary.

**Section 1. President**

The President shall be the general officer of Andona and shall serve as an ex-officio member of all committees. She shall preside at all Andona meetings, the Executive Committee and the Board of Directors. She shall appoint the Secretary, Dues Chairperson, and two Active members to serve on the By-laws Committee.

**Section 2. Vice President**

The Vice President shall perform all duties of the President in case of her absence or disability. She shall act as chairwoman of the First Year members. She shall coordinate membership efforts, respond to membership inquiries and meet with prospective members as needed. She may plan social events to be attended by Andona members and prospective members.

**Section 3. Secretary**

The Secretary shall keep the minutes of all Andona meetings, including regular, special, Board of Directors and Executive Committee. She shall compile the annual report, perform such other duties as are incident to her office, and chair the By-laws Committee to be called once a year, if possible. The Secretary is responsible for editing the By-laws and Blue Book based upon feedback from the By-laws Committee.

**Section 4. Treasurer**

The Treasurer shall have custody of all funds of Andona, including the Scholarship Fund; shall make such disbursements as have been authorized by the Board of Directors (and Scholarship Representatives as required by Section XI); shall render a report at each regular meeting of the Board of Directors and Andona membership (the Treasurer shall provide a copy of current bank statement(s), minimally showing the balance of each Andona account, to the President); shall be responsible for an annual audit of the books; and shall oversee the preparation of all necessary tax and other filings required for Andona with the Federal Government, the State of Massachusetts and the Town of Andover. These filings include filing our Annual Report and Form PC to the State of Massachusetts, and filing Federal Form 990EZ.

**Section 5. Ways and Means**

The Ways and Means Chair(s) shall be the general Chairwoman of the Ways and Means Committee. She is responsible for obtaining and keeping all project reports for fundraising events and she will act as a liaison between the chairwomen of all fund-raising Andona projects and the Board of Directors.

**ARTICLE VII - Board of Directors**

The Board of Directors is composed of the Executive Officers and the following chairwomen to be appointed by the President for one year: Civic, Website, Publicity, Dues, Meetings and Nominating. The Board of Directors is expected to provide guidance and recommendations to the General Membership on Andona matters. It is recommended that the board meets three to six times annually.

**Section 1.** The immediate past President will serve on the incoming Board of Directors in an advisory capacity for one to two years.

**Section 2.** The Board of Directors shall not have the power to expend more than $300.00 on any single item without the vote

of the membership.

**ARTICLE VIII - Duties of Chairwomen & Committees**

All standing committee chairwomen shall make a report of their committee activities at each Andona meeting and shall submit a copy of their annual report to the Secretary.

**Section 1.** Members may serve on more than one standing committee at a time.

**Section 2.** Members may serve consecutive years on the any committee.

**Section 3. Civic Committee**

The Civic Committee shall consist of a chairwoman and the chairs for Camperships, Scholarships and any other civic events. It is encouraged for the Civic Chairwoman to have held a previous Civic Committee or event position. The Civic Chairwoman is responsible for obtaining and keeping all project reports for civic events, including scholarships and camperships, and she will act as a liaison between the chairs of all Andona civic projects and the Board of Directors.

The **Scholarship Committee** shall consist of the Civic Chairwoman, past Civic Chairwoman and three other members as follows: two members appointed by the Civic Chairwoman and a Scholarship Fund Representative. A new member shall be appointed to the Scholarship Committee approximately every three years.

The duties of the Civic Committee may also include investigating possible new recipients of service and financial aid from Andona; this may include sponsoring vouchers or funds for recipients to attend Andona events/programs like

ClownTown that prove valuable to the enrichment of the child. The Civic Chair will coordinate necessary approvals from the Board of Directors, and act as liaison between such recipients and Andona.

**Section 4. Ways and Means Committee**

The Ways and Means Committee shall consist of the Ways and Means Chair(s) and their chairwomen of the major fundraising Andona projects. This committee shall devise ways and means of securing funds to carry on the work of Andona. The Ways and Means Committee shall plan, organize and execute work on major fundraising projects including Shine the Light on Andover and Clown Town and request members to sign up for specific roles. Every member is encouraged to serve on this committee during her active membership.

The Ways and Means Committee shall be responsible for supporting the fundraising and civic activities of Andona by soliciting cash donations, goods, and services. Individual events will have their own expense budgets for decorations and supplies. The Ways and Means Committee will manage a database that includes information on all businesses and individuals who contribute to Andona. Those who elect not to contribute to Andona will be on record for three years or until they are deemed to be uninterested parties. It is imperative that the Ways and Means chair(s) or their event chairwomen track all contributions (sponsors, sales, cash donations, and donations of goods) to each event. This committee will ensure that all current contributors listed in the database are publicly recognized.

**Section 5a. Publicity Committee**

The Publicity Committee shall consist of a chairwoman and up to three members from Active membership. The Publicity Committee shall be in charge of all publicity for Andona, with the approval of the President. They will coordinate publicity for events with the Ways and Means chairwomen and shall write and distribute articles, press releases, or notices

announcing upcoming events and other Andona activities in the local newspaper, social media, or television.

**Section 5b. Website/Media**

The Website/Media Chairperson shall be in charge of maintaining and updating the Andona website and any relevant social media channels, in conjunction with the Publicity Committee, and completing all required registrations to maintain Andona’s website and domain name.

**Section 6. Meetings**

The duties of the Meetings Chairwoman shall include selecting and reserving a meeting place and planning refreshments for all general meetings. The chair shall also assist other chairwomen to secure meeting space for various committees within Andona, as requested. The chair is also responsible for planning Andona’s annual scholarship dinner meeting.

**Section 7. Nominating**

The Nominating Chair (which serves on even years) shall consult with the current President to approach the potential new board members for the upcoming term.

Nominations (i.e., handwritten or emailed) will be accepted from the general membership for the five executive positions. The Nominating Chairwoman will present the committee's slate of five Executive Officers plus the Ways and Means Co-Chair at the annual June Meeting for the general membership's approval. Executive officers shall be selected for a two-year term; provided, however, that the Ways and Means Co-Chairs will each minimally serve one year on the Executive Board as set forth in Article VI above.

**Section 8. Dues**

The Dues and Blue Book Chairwoman will maintain a file of the entire membership. She will be responsible for the recording and collection of dues. The Dues Chairwoman shall also be responsible for publishing the annual By-laws/Membership book (a.k.a., the Blue Book) based upon revisions provided by the By-laws Committee.

**Section 9. Budget**

The Budget Committee shall consist of the Treasurer, as chairwoman, the President, Vice President, Ways and Means Chair(s), and the chairwoman of the Civic Committee. They shall prepare the budget for the following year. It shall be presented to the Board of Directors at their board meeting immediately before the September general meeting and must be approved by the membership at the September general meeting.

**ARTICLE IX - Amendments to the By-laws**

The By-laws may be amended at any Andona meeting by

two-thirds vote of those members present and voting (Active and Senior Active members), provided a quorum exists and provided that a copy of the proposed amendment(s) shall have been sent to each member at least one week prior to the meeting at which action will be taken. The presence of

one-quarter of the Active members at a general meeting shall constitute a quorum. The members present at a duly constituted meeting may continue to transact business until adjournment notwithstanding the withdrawal of enough members to reduce the voting members below a quorum. Any meeting may be adjourned from time to time by a majority of the votes properly cast upon the question (to adjourn the meeting), whether or not a quorum is present.

**ARTICLE X – Dissolution**

Upon dissolution of Andona, the current Executive Board of the organization determines the final dispensation of existing funds, such as current bank accounts. The Executive Board shall establish a charitable trust or other suitable vehicle to use and apply the assets consistent with Andona’s mission.

**ARTICLE XI - The Andona Society, Inc. Scholarship Fund**

**Section 1:** A separate account shall be maintained for the purpose of funding at least one $2,000 Andona scholarship annually.The account shall be administered by the Treasurer. Two former Board members, known as the Scholarship Fund Representatives (“REPRESENTATIVE”), shall oversee the Scholarship account to ensure adequate checks and balances. The Representatives will be appointed by the President and serve 2-year appointments whose terms shall be offset to ensure continuity of oversight. Initially, these members will serve as follows:

Lisa Bradshaw will serve for a period of 3 years from August 1, 2017 to July 31, 2020.

Leslie Burte will serve from August 1, 2017 until July 31, 2019.

Thereafter, the President of Andona will appoint a new Representative each year who will serve a two-year term. If at any time, a Representative can no longer serve out the remainder of their term, the President shall appoint a new Representative to serve out the remainder of that Representative’s term.

The President and the Scholarship Fund Representatives shall review the scholarship account balance and statements semi-annually, reporting to the Board after each review. It is suggested that this review occur in the Fall and in the Spring, prior to the Scholarship selection process, to determine the number of scholarships to be funded in that year.

**Section 2:** The account shall be used to annually provide at least one $2,000 scholarship to an Andover resident who is graduating from high school for the purpose of funding the first year of college (or further education in the instance of the PAC scholarship).

**Section 3:** Funds from the scholarship account shall be awarded to eligible recipients as described in Article II with guidance from Andona’s Civic Chairwoman and the Scholarship Committee.

**Section 4:** The scholarship account shall be able to accept monetary gifts and donations from any source, but shall not accept any funds given or donated that have conditions attached to the use of the funds, beyond in-kind donations for the purpose of funding the scholarship account.

**Section 5:** The Treasurer, in consultation with the Executive Board and Representatives, shall invest scholarship funds with a balanced and conservative investment philosophy seeking both current income and prudent growth of capital. The Treasurer, in consultation with the Executive Board and Representatives, is permitted to engage any investment manager who possesses the specialized research facilities and skilled resources to achieve the fund's investment objectives. The Treasurer, in consultation with the Executive Board and Representatives, together with an investment manager, shall act prudently and with fiduciary responsibility including, but not limited to, providing adequate diversification in the portfolio. All investments should be consistent with the objectives of Andona.

**Section 6:** To ensure that the Andona scholarship fund exists in perpetuity, the scholarship fund shall maintain a minimum balance of $100,000, ensuring that a $2,000 scholarship is funded annually. It is the intention of Andona that, in any given year, the funds in excess of $100,000 will be used to award additional scholarships and camperships at the discretion of the Representatives and Executive Board.